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### THE THEORY AND PRACTICE

OF

## PHRASE-WRITING

By WILLIAM W. OSGOODBY

Official Stenographer of the New York
Supreme Court since 1862

ROCHESTER, NEW YORK
MCMV

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# THE THEORY AND PRACTICE OF PHRASE-WRITING.

Brevity, Legibility, Speed — these are the essentials of a good system of Shorthand. A system which lacks any one of these qualities is of little practical value.

A system may be rapid, and illegible; or a system may be legible, and slow. Neither of these is desirable for the reporter's use.

To be of value, a system must be legible. A system in which lengthy outlines are mainly used may be legible, but it cannot be rapid enough for the higher grades of stenographic work. Its only merit is its legibility, and even this quality, under certain circumstances, may be of transient or evanescent character; for, if the hand-movement be accelerated, as it must be in the attempt to write fast enough for rapid note-taking, its legibility is seriously affected, if not destroyed, by the unavoidable distortion of its outlines, which, owing to their undue length, require a slower hand-movement for accurate formation.

To be of value, a system must be rapid, and to be rapid, a system must be brief; but great brevity of outline is also likely to cause illegibility, for the briefest outlines, besides being less suggestive than longer ones, are oftentimes the most difficult to write, and are therefore easily distorted when not written with extreme care.

In the one case, legibility is secured at the expense of speed; in the other, speed is secured at the expense of legibility.

How to secure brevity and retain legibility, is a problem the solution of which must be of the highest interest to all stenographers.

#### BREVITY SECURED BY PHRASING.

No system of Shorthand can be considered as perfect as it should be unless all superfluous pen-motions are eliminated from

it. Every pen-motion, however slight, consumes time. As the average word, when written in a phrase-form, does not require more than one pen-movement, the time required for writing one word is saved whenever two words are joined, for the lifting of the pen between words always involves more time and effort than the writing of a single stem. When this saving is multiplied by a thousand phrase-signs in a single report, the effect upon the brevity of the writing is at once apparent, and further argument would be superfluous. That those who do not use phrasing appreciate the importance of saving time, is shown by the fact that they use fountain pens, or stiff, unyielding pencils, for the purpose of obviating the comparatively trifling loss of time occasioned by dipping; and it is amazing that any reporter can be satisfied to work, year after year, without an attempt to avail himself of the great advantages which phrasing affords.

As phrasing secures greater brevity of writing, the labor of reporting is naturally decreased. An adept at phrasing will write less than half the number of pages in a day's work that will be required for the report of one who writes without phrasing, and yet his report will contain fully as many words—probably more, if the work be extremely rapid. It is always a source of gratification to the reporter to be able to write fast enough to make his report verbatim, although required to put forth every effort to accomplish that result, even to the limit of utter exhaustion, as is frequently the case with writers of a disconnected style; but it is much more satisfactory to be able to do the work more easily and without exhaustion, by the use of rapidly-written phrase-signs.

#### LEGIBILITY SECURED BY PHRASING.

Every writer of disconnected outlines knows how very difficult he has often found it to be to read his hurriedly-written notes, and how anxiously he has searched the context for some clue to the meaning of an outline which has become distorted beyond recognition in his effort to make a literal report. Text-book writers have been disposed to encourage the student to rely too much upon context for deciphering outlines lacking inherent

legibility. In practical reporting, this constant and necessary reliance upon the context is a standing confession of the inadequacy of the system used, or of the writer's lack of training in the proper use of it. When one has formed the habit of using the few simple phrase-signs contained in the meager lists of his text-book, he knows that he never has any trouble in reading them, and that they are entirely distinct and unmistakable without the aid of the context. This should be to him a sure indication that any further improvement in his writing is attainable only by the adoption of a more extended and more systematic method of phrasing.

If the writing of an expert in phrasing be examined, there will be found, in every sentence, standing out, as it were, in bold relief and entirely distinct from ordinary word-forms, phrase-signs which are readable at sight and without the slightest aid from the other words of the sentence. While the writer of the disconnected style is compelled to rely constantly upon the context, and oftentimes cannot determine the meaning of a particular word-form without scanning with careful and cautious deliberation the whole sentence in which it is found, the use of phrase-signs in the writing of an expert renders such entire dependence unnecessary, for the phrase-signs, by reason of their inherent legibility when properly made, not only suggest their own meaning, but also furnish a key to the meaning of the context; while oftentimes two or three phrase-signs constitute a complete sentence.

Besides enabling the reporter to do his work with ease, the increased legibility which results from the use of phrasing enables him to turn his notes over to a copyist for direct transcription, thereby obviating the labor of copying them himself or the necessity of devoting time to dictating them which could be more profitably employed. In an experience of more than forty years as an official reporter of the New York Supreme Court, it has been the author's uniform custom to have all his transcripts made from his original reports by copyists having no knowledge of the matter they were to write except what they derived from the reading of the notes. Without the use of phrasing, this could

not be done with the other styles of Shorthand except by the most careful and accurate writers.

#### SPEED SECURED BY PHRASING.

The student need not be surprised to find, now and then, a professional reporter who uses but few phrase-signs, who will assure him with all earnestness that phrasing is a snare and a delusion — that he has never found it an aid to speed, and that the use of it should be avoided. There are always individuals to be found, in every profession, devoid of both the ambition and the ability to work their way, by dint of application and effort, to the highest rank of their profession, or even to the accomplishment of anything beyond the reach of mediocre talent. Such persons are ever ready to ignore the cause of their inferiority, especially when it is due to their own shortcomings, and they take particular pains to induce themselves and others to believe that the standard to which they have attained is the extreme measure of all that is possible in their profession, there is not one of these wise ones - who "do not believe in phrasing"—who has not committed to memory, by rote and without reference to scientific rule, the few simple phrase-signs of his text-book, which he uses constantly, and which even his own statements of belief would not induce him to abandon. very fact that he uses them, is a refutation of his assertion that phrasing is not a valuable aid in reporting; while the fact that he uses no others is proof that he is lacking in that application and persistency of purpose which always characterize the expert in any line of work.

That the use of phrasing does greatly increase the speed of Shorthand, is manifest from the material lessening of the motions of the hand which results from its use. It is scarcely necessary to say that in a hurried report the stenographer has enough to do, without making thousands of unnecessary pen-movements. All respectable authorities are agreed as to the speed value of phrasing. Prof. F. G. Morris, author of The Phrase—the most scientific work ever written on the subject—says: "The phrase increases speed by obviating pen-liftings. The act of pen-lifting

is quite complex. In addition to raising the pen, moving it along a little space, and reapplying it to the paper, there are the mental acts of ending one word and beginning another. Of course, all these processes may be executed quickly, but time is time. It is not easy to estimate a point like this, but probably a pen-lifting requires as much time as the writing of two strokes. possibly three. One pen-lifting, it is true, does not require much time, but many hundreds or thousands occurring in close succession are a serious drawback." Mr. Moran, author of The Reporting Style, says: "Every pen-lifting costs nearly half a second, or the loss of a word;" and that "the practice of phrase-writing lessens the labor of reporting, and also adds to speed and legibility." Mr. D. A. Brown says: "Mere phonography, pure and simple, is hardly adequate for practical work." Mr. Longley places the average gain in speed by the use of phrasing, at twentyfive per cent. Mr. D. W. Brown says: "In all our Shorthand writing, we need to economize time by indulging as little as possible in the 'unregistered movement,'" i. e., the lifting of the pen between outlines; and he quotes the statement of another writer. to the effect that no less than forty per cent, of the pen-movements are thus made "in the air." He also quotes with approval the statement of Mr. Cremer, that by the adoption of a system of phrase-writing his own speed was "literally hoisted thirty or forty words a minute." These statements from some of the bestknown experts in the profession should certainly carry great weight with those who have not investigated the subject in actual practice. It may be safely asserted that every real stenographic expert of the present day uses phrasing very largely in his work, and that those who do not use it are those only who have neglected to familiarize themselves with its principles and rules, or who, for lack of special practice, have failed to acquire proficiency in applying them.

#### WHEN PHRASING SHOULD BE LEARNED.

In most of the text-books, whatever is said on the subject of phrasing is deferred to the latter stage of the study, and it is generally confined to brief lists of the simplest phrases. Few,

if any, rules are given to guide the student in the formation of phrase-signs outside of these lists, but he is left to learn by experience what can be done in the way of phrase-writing. But experience is a hard schoolmaster, and the result is usually what might be expected. With nothing to guide him, the young stenographer often finds that all his efforts result in hesitation which lessens his speed, and in phrase-signs which cannot be read because of improper groupings of words. It is not surprising, then, if he soon abandons all attempts at the formation of phrase-signs, and in the end condemns all phrasing as worse than useless.

The student of Shorthand should learn the theory and practice of phrasing in his regular course, in connection with the study of each rule governing the various abbreviating principles. It is by the employment of these principles in the representation of words that the most useful phrase-signs are formed. Those who have made some progress in the study without doing this, should at once review the Manual and make up for their neglect. They will find themselves amply repaid in the increased brevity, legibility, and rapidity of their notes.

No doubt, many writers hesitate to incorporate phrasing into their systems because of the amount of study and practice that might be necessary. Well, one cannot get something for nothing. "All things are yours," if you are willing to pay the price. The silver dollar, lying at your feet in the street, will not pick itself up for you. One man will do his work with a defective tool, grumbling as he works. Another will use the necessary time and effort to repair it and put it in order, and will then finish his job quicker and better, and with a happier heart.

Other writers who use the simpler styles of Shorthand would gladly make the change but for the fear that the attempt to use the shorter signs might cause so much hesitation as seriously to affect their speed, or that they might not be able to read the unfamiliar signs with readiness. This fear is very natural, and one might well hesitate to do anything that might have such results. There is no danger of this, however, if the matter be taken up systematically. A single rule should be used while engaged in actual work, until it can be applied with readiness;

then another should be taken up in the same manner; and this should be continued until the whole art of phrasing has been acquired. If this is done while engaged in reporting work, no perceptible loss of speed will occur, but a decided gain will be seen with the incorporation of each new principle into the writing; and the mind of the writer being upon the particular principle while doing this, he will readily read whatever new signs he may use. It is in this manner that reporters are able to change from one Pitmanic system to another without losing speed and without confusing their notes.

#### WHAT WORDS SHOULD BE JOINED.

What words should be joined in a phrase-sign, is a matter that should engage the attention of every thoughtful student. joining of words that may be made without difficulty will doubtless add to the speed of the writer; but it would be utterly unsafe to rely upon any such easy way of solving the problem. It is not every junction of words that may be made easily that will make a good Shorthand phrase. Very many such junctions would be illegible - and one of the principal objects of phrasewriting is to increase legibility. Prof. Morris says: "With a very few exceptions, words should be joined, not merely because they can be, but also, and principally, because they belong together;" that "to make the best Shorthand phrase, the relation must be such as to produce the impression of completeness." This is an admirable statement of the fundamental rule of correct phrasing. To the same effect is the statement of Mr. Irland. that Shorthand phrasing "should, as nearly as possible, follow the groupings of natural speech."

The ideal phrase, then, is made by the joining of such words as, taken together, mean something. Because of its completeness in meaning, such a phrase is always legible without the aid of the context; and even when it happens, as it sometimes does by reason of the character of the outlines of the words involved or of some other inherent difficulty, that all the words cannot be joined readily, the phrase may be divided, and the separate parts, read together, are equally legible.

Unfortunately, there are instances when necessity and convenience require that words be joined which do not belong together in the strict meaning of the rule stated by Prof. Morris, but it is possible to bring these exceptional cases within such definite rule that legibility may be preserved while speed is greatly increased. The proposition may be stated generally in this way: That words that do not conform to the general rule should not be joined unless the immediate context is such as to render the phrase entirely clear. It is believed that in the following pages such phrases are so classified, illustrated, and explained, that the diligent student need have no difficulty in using them intelligently and effectively.

#### A WORD TO THE STUDENT.

The value of this book to a student, depends upon the manner in which he uses it. The mere possession of the book, or a cursory examination of it, will not repay him for his investment in it. It is not to be expected that he will commit to memory the extensive lists of phrases here given, and yet he cannot know too many of them; but it should be his endeavor, by patient and intelligent practice upon them, to familiarize himself with the different principles upon which they are formed, and especially with the reason for each rule, that he may always be able to apply them quickly and correctly. Speed in writing depends not so much upon manual dexterity as upon perfect knowledge of principle and familiarity with outlines. The rapid writer is he who knows what to write, at the instant he hears a word or phrase pronounced, and who is able to put it upon paper promptly; but he is a slow writer who hesitates and deliberates as to the forms of his outlines before he is able to decide how they should be written.

The number of valuable phrase-signs that may be formed from the rules hereafter stated, is incalculable. Nearly all the signs given in the lists may be extended by prefixing or adding other words, and as the student progresses he will soon find that phrasesigns formed under any particular principle may be combined with those formed under other principles; and not until it is seen to what extent this may be done will the whole power of the system be understood. Thus, the phrase did you is formed by using the word-sign for did and the Y-hook; for did you ever, the V-hook is added; and for did you ever know him, the word-sign for know and the M-hook are added; and the completed phrase of five words is written with two stems. Written separately, five stems and four lifts of the pen would be required. The phrase why did you say it was not there, is formed by the word-sign for why, shortened to add did; the you-semi-circle joined to the word-sign for say, which is shortened for it; and the word-sign for was, with the N-hook for not, the stem being lengthened for there, and the phrase of eight words is written with three stems. Written separately, eight stems and seven lifts of the pen would be necessary.

#### SIMPLE PHRASING.

Simple Phrasing may be divided into the following classes:

binder a massing may be arrived into the rollowing classes.
1. Phrases formed by joining words without change of outline; as,
It may be;after many days; for a time;
nothing has been done; whether or no; she has J been
away.

- 3. Phrases in which a word usually abbreviated when written separately, is written in full, or changed in form, for convenience in joining, or because it might conflict with another word of similar formation; as, \_\_\_\_\_\_ Did she know; \_\_\_\_\_\_ it belongs; \_\_\_\_\_\_ for his party; \_\_\_\_\_\_ in his letter; \_\_\_\_\_\_ there is time enough.
- 4. Phrases in which it is necessary to insert a leading vowel, to distinguish a particular word which is thrown out of its usual position; as,

  In no case; \_\_\_\_\_\_\_ there is none; \_\_\_\_\_\_ did he own them; \_\_\_\_\_\_ in doubt; \_\_\_\_\_\_ adjourned my cause.
  - 5. Phrases from which one or more words are omitted by the writer, but

#### GROUP PHRASING.

In Group Phrasing, all the regular attachments to stems, such as circles, loops, and hooks, as well as the halving and lengthening principles, are used for the representation of words. By means of such modifications and attachments, the reporter is able to write, in a most convenient and rapid manner and with perfect legibility, many words which, if written in their usual form and phrased in the ordinary way, would necessitate a much greater number of pen-motions and an undue length of phrase outline. For the purpose of utilizing these expedients to the fullest extent—and certainly to an extent impossible in any other system of shorthand—and to avoid any exceptional and confusing use of them, the word-signs of this system, with a very few exceptions, are written with full-length stems, to each of which all these expedients can be readily and uniformly applied.

Very frequently, the words of a phrase occur in such relation to each other as to permit two or more word-signs, with their modifications and attach-

ments, to be used in the same phrase-sign; as, \_\_\_\_\_ Did you ever know him; \_\_\_\_\_ why did you say it was not there; \_\_\_\_\_ by which it may have been; \_\_\_\_\_ state whether or not; \_\_\_\_\_ why did you go there.

Group Phrasing is further extended to the joining of a contraction or an uncontracted word-form to a phrase that is written in accordance with these rules; as, \_\_\_\_\_\_\_Did you know his father; \_\_\_\_\_\_\_when did you go there again; \_\_\_\_\_\_ what did you mean by it; \_\_\_\_\_\_\_did you pay the man.

Contractions and uncontracted word-forms may be joined, and attachments and modifications applied to them, so far as stenographic rules permit; as, ..... I believe there was not; ..... the picture resembled him; ..... I paid him the money; ..... number of instances; ..... withdrew the money; ..... she paid her rent.

In some cases, a word usually indicated in a phrase-sign by an attachment to or a modification of a word-sign, is written with its ordinary outline, for convenience in joining; as, \_\_\_\_\_ At the time; \_\_\_\_ what did you say to him; \_\_\_\_\_ about what time; \_\_\_\_ at the present) time.

As in simple phrasing, one or more words that are clearly suggested by the character of the phrase-sign, are sometimes omitted; as, \_\_\_\_\_It must have been; \_\_\_\_\_ gave it to him.

The usual outline of a word may often be changed in form, or shortened, for greater convenience in phrasing; as,....I do not recollect the occasion;....I did you hear the testimony; .....in writing; .....physician and surgeon; .....very much like it; .....he has been there; ....I went down there; .....in your statement; .....you have no recollection.

Many very valuable phrase-signs are made by an exceptional use of certain word-forming principles; as, \_\_\_\_\_\_ Further than; \_\_\_\_\_ may there have been; \_\_\_\_\_\_ instead of; \_\_\_\_\_\_ he did not.

#### DISTINGUISHING WORDS IN PHRASE-SIGNS.

There are many contractions and a few word-signs which, when standing alone, cannot be written out of their proper positions without risk of their conflicting with other words. Most of these, when joined with other words in a phrase-sign are perfectly distinct and unmistakable, because of their intimate relation to such other words. There are a few, however, that require special treatment, as will be seen by the examples given below.

Accident, Exclude, etc.—In some systems of Shorthand, initial K-stem is omitted in such words as accident, exclude, extent, etc. This expedient makes necessary the utmost care in writing, and frequently causes much hesitation in reading, owing to the excessive brevity of the outlines. The expedient is in many cases unnecessary, and should be avoided. In a phrase-sign, however, it is often an advantage to omit the K-stem; as, Railroad accident, RrsDnt; to that extent, TDhsTnt; they were excluded, DhrsKiDd; cause of the accident, KsVtsDnt; full extent, FlsTnt.

After.— This word should be written with the lengthened stem, Ftr, when the word would otherwise be out of position.

Any, No.—As any and no occupy different positions, there is no chance of their conflicting when standing alone or when beginning a phrase. Elsewhere in a phrase, no should be vocalized wherever it is not distinguished by the other words to which it is attached. The use of the J-tick for other, distinguishes any other from neither, and no other from another.

Autumn should be vocalized, in a phrase-sign, as it is sometimes necessary to write time with the same outline.

Conversation.— The hook may be omitted when the full form of the contraction cannot be joined easily to a preceding word.

Belong.— When written out of position, belong should be written BlNg, to distinguish it from believe.

Do not.—When out of position, it is sometimes necessary to insert the vowel O, in this phrase, to avoid conflict with did not or had not.

Doubt should be vocalized, when written out of position.

Change.— The word-sign cannot be used out of position. The word should be written ChJ, in such case.

Copy.—The final vowel should be inserted, whenever the verb copy might conflict with keep.

Ever.—Ever may be written with a V-hook in the middle of a phrase. At the end of a phrase, it should be written Vr, in any case where it might conflict with have.

Else, Less.—Else should always be written downward, when possible, in a phrase, and less upward. It is permissible to write else upward after the phrases any one and no one, but it should always be vocalized if written upward in other cases.

Half.—This word sometimes occurs in such connection with other words as to conflict with after, in which cases the vowel should be inserted.

Is it is written Zt in the first position, as a special phrase, or when beginning a phrase.

Gentlemen.— When written out of position in a phrase, the outline JtMn should be used.

Know their should be vocalized, if written in the third position. Large amount.—These words should not be joined, as they would have the same form as the word judgment.

Lately should be vocalized, in a phrase-sign, to avoid conflict with little.

Not necessary.—If these words occur after another word in a phrase-sign, care should be taken that not be written so short that the words cannot be read unnecessary.

Men, Women.—The vowel should be inserted, when either of these words is written out of position.

Neither should be vocalized, when written out of position.

Old, Late.— To distinguish these words, old should be vocalized, or written downward, in a phrase-sign.

Own.— When used as a verb, own should always be vocalized, if written out of position.

Pond, Point.—Where both these words occur in the same report, pond should be vocalized.

Parted, Party.—These words should be written in full, in a phrase-sign.

Recollect, Recollection, may in a few cases be written with the straight R struck downward, where the upstroke cannot be easily joined; as in the phrases, I do not recollect; you have no recollection.

Remember.— The hook may be omitted, to facilitate joining with a previous word.

Say.—Say should be vocalized, whenever it is necessary to write the word with a stem.

Same, Some.—If any danger of conflict between these words be apprehended, some should be vocalized.

Should.—This word should always be written with the tick, when the stem word-sign cannot be placed in the third position.

Take, Took.—In cases where either of these words is liable to be read for the other, the vowel may be written to the stem wordsign, without using the K-stem.

The other.— This phrase is written with the lengthened stem, Dhtr.

Thought.—This word should be written with the half-length, Tht, when the full-length stroke cannot be placed in the first position.

Thoughts should be written with the half-length, in any position.

These, Those.—In phrasing, it is occasionally necessary to vocalize these, when out of position, to distinguish it from this and those. Those should also be vocalized, whenever it is likely to conflict with these or this.

Time.— This word should be written in full, Tm, if neither the M-hook nor the stem word-sign can be joined; as in the phrases, might time, NtTm; there is time enough. DhrsTmNf.

To is usually omitted in reporting, and indicated by writing the words near each other between which it occurs; and the words to the may often be indicated in the same way. In a few cases, to is more quickly and easily indicated by shortening the last stem of the outline preceding it. After an S-circle, to is sometimes indicated by changing the circle to a loop. When to is followed by a word that can be added by the use of a circle, loop, hook, or other expedient, in accordance with the rules of

group phrasing, it is generally better to write it with the T-stem, with the subsequent word so added. At the beginning of a sentence or clause, to is indicated by writing the succeeding word entirely below the line. If the succeeding word be horizontal, or half-length, it should be written a little lower than the normal position of a third-position horizontal word-sign.

Why should never be written out of position, unless vocalized; and it should be vocalized in the few cases in which it might possibly conflict with without when written in the first position.

#### POSITIONS OF PHRASES.

The general rule as to the positions of words in phrases is, that the first word of a phrase should be written in the position it would occupy if written separately. This rule is modified, however, in the following particulars:

- I. When a phrase begins with either of the tick word-signs for *A*, *An*, *And*, *He*, *I*, or *The*, or with a semi-circle, the second word of the phrase should be written in position, and not the tick or semi-circle.
- 2. The tick word-signs for All, Awe, Already, and On, are only used initially, and are never written out of their regular positions; except that either of them may be slightly raised or lowered, when prefixed to an outline beginning above the line of writing, in order to bring the second word of the phrase to its proper position.
- 3. When a phrase begins with a first-position horizontal or half-length word-form, or with the circle for *Is* or *His*, such word-form or circle may be slightly raised or lowered to bring the second word of the phrase to its regular position.

#### TICKS USED IN PHRASING.

The tick word-signs play a very important part in phrase-writing. If used properly, they are of great value. If used improperly, the value of the phrase may be seriously impaired, and in some cases even its meaning may be reversed. This is especially true as to the ticks for He and I, and particular care should be

taken that neither of these words be written with the sign appropriated to the other. For these reasons, and in order that the uses of the ticks may be thoroughly understood, full illustrations are given of every possible manner in which they may be attached to stems.

When two or more ticks are provided for the same word, that tick should be chosen in each particular case which will make the most distinct angle with the stem.

It is very much better that final ticks be used rather than initial ticks, and the latter should not be used when the word can as readily be indicated by a tick attached to the preceding outline. Exceptions are made to this rule in respect to the ticks for *I* and *How*, as well as to those word-signs which are only used initially.

#### A, AN, AND AND.

A, An, or And, is indicated by the T- or K-tick, before or after any simple or hooked stem; except that before Lay the K-tick should always be used.

#### HE.

The Chay-tick is the word-sign for He, and should always be used for that word at the beginning of a phrase, when it will make a distinct angle with the stem following it. When this tick is used before Lay, the stem should be given a little extra slope, to make the tick more distinct. He is never indicated by any other tick, either when standing alone or at the beginning of a phrase-sign.

The word He must be attached by a tick to the preceding outline, or written separately, before any stem with which the Chaytick would not make a distinct angle.

He must be attached to the preceding outline, or written separately before L1, R1, R1, M1, W1, or H1. To all other L-hook stems He is prefixed by the Chay-tick.

He must be attached to the preceding outline, or written separately before Kr, Gr, Lr, Rr, Rr, Mr, and Hr. To all other R-hook stems He is prefixed by the Chay-tick.

In the middle or at the end of a phrase-sign, Hc may be indicated by the Chay-, P-, or Ray-tick.

#### HIM.

Him may be indicated by the P-tick, after a final hook, whenever it would be inconvenient to use the M-hook or the H-stem for that word.

#### HOW.

How is indicated at the beginning of a phrase-sign, by the Chay- or Ray-tick written immediately below the line of writing.

In the middle of a phrase-sign, *How* may be indicated by either of these ticks, following the positions of the stems to which it is attached.

I.

I is indicated by the T-tick, before R and W; by the P-tick, before Lay, Ray, M, and H; and by the Ray-tick before any other stem.

In the middle or at the end of a phrase-sign, *I* may be indicated by the K-tick, but only in cases where the T-tick cannot be used.

I is never indicated by an inclined tick in the middle or at the end of a phrase-sign.

#### IT.

It is indicated by the Chay-, P-, or Ray-tick, after any simple or hooked half-length stem, or after a loop.

#### OF, TO.

The P-tick may be joined after an N-hook, to add the word Of or To, in a few phrases; as, By means of; he means to; kind of; kind to.

#### ON

When written alone or joined to a succeeding stem, On may be indicated by the Ray-tick written above the line. In a few instances, where this tick will not join at a distinct angle, the word On may be written with the Chay-tick.

#### SHOULD.

Should is indicated by the Ray-tick, if that can be more easily joined to a following stem than the stem Sh. When preceded by He, I, or You, or when used initially, the tick must rest on the line.

#### THE.

The is indicated by the Chay- or Ray-tick, before or after any simple or hooked stem; except that before Lay The is always indicated by the Chay-tick, the stem being a little more inclined than usual to accommodate the tick. In a very few cases, The may be indicated by the P-tick.

#### THEIR, THERE, OTHER.

After a final circle or hook, or a half-length curved stem, a shaded tick, struck in the direction of B or J, is used for *Their* or *There*.

This tick is occasionally used for Other, especially after the N-stem.

The N-hook, followed by this tick, expresses the word Another.

#### CIRCLES AND HOOKS.

The small circles and hooks may be used in connection with the tick word-signs, with the same effect as when attached to stem word-signs. These combinations should not be made by careless writers, as they are likely to be illegible unless made with extreme care.

#### TICK PHRASE-SIGNS.

	TICK THENDE-SIGNS	·
All a-an	LOwe a-an	He not
All he-the	Owe what	How will
All we-would	On a-an	How were
Already a-an	On the	How have
Already he-the	On to	l will
And a-an	3_On what	I were
And all	On you-r	I have
And already	We and you	On all
And he-the	≥We should	On or
And how	Were the	On having
And I	-VWho he-the	Should all
1 And owe	KWho should	2_ Should have
7 And on	-5Who would	Should not
And we-what	You and he	Two have-of
-would-were	-~You and I	Who ever-have
He and I	You should	7 Who were
	All will	P Who will
KHe should	All were	All is-his-as-has
He would	All have-of	b Already is-his-as
How he-the	Already will	And is-his
How we-were	Already were	And as-has-us
-would	Already have	And is he-the
I should	And will	And is he-the
Should a-an	And were	6 He is
Should he-the	And have-of	He is
AShould I	And not	
AShould their	He will	
-there	? He or	
	,	Should his
Should you-r	He have	6 Who is-has

Note.—When two or more phrases are written with the same sign, the fact is indicated by hyphens. Thus, "If-Form it-the," shows that the same phrase-sign is used for If it, If the, Form it, Form the.

TICKS JOINED TO STEMS.			
S all  S already  S aran-and  S aran-and  S aran-and  As-Has a-an  S As-Has a-an	As-Has he-the		Should say Should say And first The first And is there And as-has there
TIC	KS JOINE	D TO STE	U
A.	·		
A piece		-2A st	fe
XA belief		-6A sl	ight
A speech		A ti	me
	•	A m	najority
A book		A ro	emark
A subject		A n	ote
-A brother		A m	
A talk		A sc	cene
1A tree		<u>-</u>	
IA delivery		-7A yo	
1 A drum		A h:	
A consideration		A th	ing
A check		A so	
ZA juror			An.
JA suggestion		-\An :	
A claim			
A care		-1An o	
A cane		7 An i	
A description		An o	•
A saving		N. An	
A very		( An	
A house		J An	
A show		2_An	
		,	usici

ZeAn election	Cannot a-an-and
An argument	Govern a-an-and
- An error	For a-an-and
An emotion	Have a-an-and
An honor	Within a-an-and
An only	Assign a-an-and
And.	Loan a-an-and
And remember a-an	Mean a-an-and
And about a-an	Known a-an-and
And trim	All.
And did a-an	All people
And which a-an	All principles
And give a-an	All had
And offer a-an And have a-an And thought a-an	All delivered
And have a-an	All directions
_	All which
And that a-an	All can
And was a-an	All questions عــــــــــــــــــــــــــــــــــــ
And shall a-an	All of it
And allow	All over
And where a-an	-CAll other
And make a-an	All will
And in a-an	All right
And whether a-an	All may
And when a-an	All ways
And along a-an	All you-r
DOpen a-an-and	,
DrPerform a-an-and	Already.
Confine a-an-and	Already built
Contain a-an-and	Already brought
Whatever a-an-and	Already delivered
Whichever a-an-and	Already arranged
Achieve a-an-and	Already made
Join a-an-and	Already signed

He.
He applied
He supposed
He remembers
1He tried
€ He told
He delivered
-1He drew
/2-He challenged
He claims
He agreed
He agreed
CHe valued
He threw
_)He was
He should
JHe measured
He will
He remained
He may be
4He would
He would be
He hated
Before he was
Did he know
Didn't he say
Which he intended
Can he make
Cannot he
(After he went
Thought he was
(That he may
Shall he not

Will he have -----Were he not \_\_\_\_May he not ---- May not he Know he was -----Whether he ever ----When he found it Think he might Him. ->---- Pain him ----Bind him Taken him \_\_\_\_Toin him -----Count him --- Gffend him \_\_\_\_Loan him -----Around him Mean him Wound him Rehind him How. - How about -----How do -1----How much ------How large ----How can -----How fast How often ------How thick 7-----How that ---- ---How was -----How shall ---- How will -4-----How were

How many	-7I adjourned
How new	I can
5How wide	I seek
How high	I claim
How long	⊊I care
About how much	I question
About how many	ZI give
I.	I began
	I agree
I hope-pay	I forget
1 put	C I volue
I speak	I offer
I suppose	2 saw-see
I happen	say
I bid	_2I was
	I shall
1 remember	I should
1I ought	
4I took	I recollect
I try to have	I recovered
LI strive	Li will
lI state	I sell
JI told	I may
1 tried	I am
1I did	I mean
I said	I remark
AI delivered	know know
I drew	I knew-own
-ZI changed	->I would
I cheered	would be
I challenge	always was.
I object	I think
-7I judge	
I suggest	I remember

For I told you
If I could be
l know l can
How can I
When I agreed
Why I thought so
Shall I make
Shall I make
I know I am
For I recollect
May I not
When I know
But I think I am Should.
Should.
It should not be
1It should have
It should not have
We should not
We should have
Always should have
should be
y=I should not be
I should suppose
JI should have said
He should have
He should not have
He should be
He should know
Why should he
When should he
How should he
You should have seen

You should not be ---->Should be 4----Should have thought ----Should nothing else Should not know ---- Should that occur Should never The. The people ----The property -\\_---The practice ---- The bank 1 The talk ----1-The truth The delivery The doctor Z\_\_\_\_The check \_\_\_\_\_\_The object L .... The suggestion ---- The children -7----The jury -----The company \_\_\_\_The claim The degree The form The offer The safe The evil ----The thought (\_\_\_The three -\$\_\_\_\_The house - Ine show L\_\_\_\_The lawyer The time

The measure	<u>⊬</u> H
The recollection	I
The railroad	24I
The railway	v
The law	lı
5The errand .	8
The master	-\$c
The remark	V
CThe only	
The manner	7
The unknown	1_
The weather	5
	Ç
The youngest	1
The heat	(0
The thing It, The.	6
Occupied it-the	160
\$ He opened it-the	4
-\$I believed it-the	(
He remembered it-the	1
1 tried it-the	~
PHe told it-the	~~
\$I delivered it-the	
ZI changed it-the	-7
Jl imagined it-the	
He gained it-the	
-GI found it-the	-λC
2With regard to it-the	\$E
-21 wished it-the	\T
They shut it-the	JE
✓ I loaned it-the	7
I allowed it-the	
-VHe heard it-the	

le made it-the intend it-the sent it-the Ne need it-the n regard to it-the On. On suspicion On it On trial On duty On which On the committee On account On having On them On that On these On this On those On the other On making On my own account On any account On no account On your On him Their, There. Open their-there Been their-there Taken their-there Down their-there Continue their-there Because their-there Gain their-there

	1
Forgotten their-there	Another.
Within their-there	-AUpon another
VShows their-there	Pay another
CLearn their-there	->Put another
CLearns their	By another
Mean their-there	->Before another
Mean their-there Means their	> About another
Knows their	What another
Under there	At-Take another
Earn their-there	-JTo-Took-But another
PWant their-there	Did another
Behind their-there	Do another
Other.	Had another
	Give-n another
Begin other	Thought another
	Worth another
	With another
	6That another
Like other	May another
	Am another
lf other	Beyond another
-For other	GYou are another
Then other	When another
( After other	Of, To.
Wish other	Continuance of
Show other	Kind of
Should other	Beginning of
Any-In other	Means of
No other	Continue to
Nor other	Begins to
Seen other	Kind to
Many other	Means to

And con-, or And com		
A combination	And contract	
And combine	&_A construction	
SAnd complain	A confession	
LAnd condemn	And completed	
A compensation	A conveyance	
The con- or The com- is expressed by writing a diagonal tick in the place of		
the Con-dot.	1	
The contention	The contest	
The comparison The concession	The condemnation	
A The concession	The control	
The composition	The concern	
SThe complaint	The contest The condemnation The control The concern Consignee	
The A-tick is written in the place	of the Ing-dot, for Ing a, Ing an, or	
Ing and.		
Becoming a-an-and	Giving a-an-and	
Calling a-an-and	Forming a-an-and	
Costing a-an-and	Acknowledging a-an-and	
lDoing a-an-and	Considering a-an-and	
Changing a-an-and	Giving a-an-and Forming a-an-and Acknowledging a-an-and Considering a-an-and Trying a-an-and	
A diagonal tick, written in the place of the Ing-dot, adds the word <i>The</i> after		
the syllable Ing.		
Enriching the	Referring the Losing the Taking the Trying the	
Representing the	olLosing the	
Signing the	Taking the	
Abusing the	Trying the	
Containing the	Connecting the	
A small circle, written in the place of	f the Ing-dot, adds the word His or Us	
after the syllable Ing.		
Asking his-us	Delivering his-us	
Bringing his-us	Enriching his-us	
Calling his-us	Delivering his-us	

30 THE S-CIRCLE.		
Leaving his-us	2-Serving his-us	
Making his-us	7Trying his-us	
THE S-CIRCLE.		
Is, His, As, Has, Us, or Say, is added to another word by the S-circle.		
Property is Server is		
Hope-Pay is	Month is	
Part-y is	GThat is	
What is	2So is	
LIt is	-)As-Whose is	
tBut is Difference is	She is	
Difference is	JUsually is	
bDefendant is	Here is	
Each is	Where is	
6Which-Change is	Or is	
Charge-Much is	ZThere is	
Object is	Recovery is	
∠Age-Agent is	Time is	
Committee is	_6Year is	
Form-Wife is	Why is	
LaHalf is	When is	
Thought is	How is	
6Oath is	Length-Nothing is	
The word It or The is added by changing the small circle to a small loop.		
Occupies it-the	Obeys it-the	
> Pays it-the	bTakes it-the	
Puts it-the	7Tries it-the	
Appraise it-the	Likes it-the	
Buys it-the	Tears it-the	
Believes it-the	Does it-the	

Adds it-the	Sees it-the
Draws it-the	Says it-the
Watches it-the	Shows it-the
Changes it-the	Issues it-the
/Charges it-the	Hears it-the
Arranges it-the	Raise it-the
fJudges it-the	Rouse it-the
Gives it-the	Knows it-the
Revise it-the	Owns it-the
Forms it-the	Nears it-the
Face it-the	DWeighs it-the
6That is it-the	Thinks it-the
His.	Against-Gave his
Occupy-Upon his	Form-If his
	LoFor-Forget his
Part-Put his	After his
Be-Buy-By his	Of his
DBefore his	Ever his
About his	Have-Above his
Between-What his	Thought his
LAt-Take his	6Thank his
But-To-Took his	With his
Did his	_6Though his
bDo his	( That his
LHad his	Saw-See his
-6Said his	Say-So his
Watch his	2Was his
Change-Which his	As his
/Charge his	Shall-Show his
Adjoin-ed his	Issue-Should his
Accompany-ied his	While his

Will his

Allow his
Allow his
-dWere-Where his
9 7 11 171 11
Recollect-There In9-Are-Recover his
In his
Know his
6 Beyond his
You are his
Why-Without his
Whether his
Would his
How his
As.
Happy-Put as
Be-Buy-By as
About as
6Change as
6Charge-Much as
6Such as
Cbject as
Large as Give-n as
Gave as
Saw-See as
Say-So as
d
Has as
Show as
Were as Or as
Ur as

They are as \_\_\_\_\_\_\_\_\_Are as L----Inasmuch as -----Know as much 6 Young as ---- You are as Has. Property has ----Pay has What has \_\_\_b\_\_It has ----But has \_\_\_\_ Defendant has Each has \_\_\_\_ Which has Such has ----/---Much has 6 Object has \_\_\_\_6\_\_Age-Agent has -/----Advantage-Judge has ----Wife has ----That has \_\_\_\_ L\_So has -)----As-Whose has She has \_\_\_\_Usually has ---- Where has Or has \_\_\_\_\_ There has Why has \_\_\_\_ When has -----How has \_\_\_\_Nothing has

ok.

Is, His, As, or Has, may be prefixed to another word by the S-circle. This should not be done, however, when these words can be added as conveniently to a previous word by a circle.

Except in a few phrases in which the signification of the second word of the phrase is dependent upon its position, the circle is written above the line for *Is* and *His*, and on the line for *As* and *Has*.

ion 13 and 1113, and on the line to 1115 and 1103.		
SIs upon	Is objected to	
SIs up	&Is just	
SIs placed	-fIs largest	
ls placed	-fIs largest	
Is perfect	-2Is larger	
9kIs practiced	9=62 Is accustomed	
Is particular	Is equal	
SIs punished	Is careful	
Is by	Is continued	
SIs before	Is given	
-SIs about	Is against	
S -Is based	Is greatest	
Is bad	Is begun-again	
SIs better	Is off	
SIs believed	Land Is forgotten	
SIs remembered	eIs after	
Is told	Is fast	
Is true	CIs full	
LIs taken	Is free	
Is different	Is afraid	
fIs due	-eIs found	
9Is delivered		
JIs drawn	Is ever	
ls deaf	ls above	
JIs done	Is valued	
Is watched	Is thought	
Is changed	_CIs worth	
Is charged	( Is through	

CIs with	Is away
Is that	Is alwa
6Is this	Is beyo
CIs either	CIs your
2Is so	Is you-
Is established	Is long
2Is easy	Is noth
JIs easy Is she	Is long
Is shown	_
Is issued	His pro
-gIs shattered	SHis pa
Is usual-ly	LHis par
2Is measured	His tal
6Is lost	His wa
Is lost	His ch
]_Is where	
o Te our	fHis cha
/-Is recovered	PHis ago
Is released	-fHis ad
Is referred	£His jud
₽₹Is rented	e His con
Is my-time	His wi
• Is made	
Is meant	(His you
Is in-any	-9His ho
eIs no	His rec
Is influenced	His rec
Is only	His tim
Is near	His ow
Is neither	His nee
Is another	His ho
?Is without	/ His kn
Is without	

ays ond ng ·r ning-among rest His. operty y rt-y lk atch ange arge ent lvantage dgment mpany ife orth uth use ish collection covery . ne vn ed nor owledge ay

In or In the is prefixed by an initial back-hook to a word beginning with the S-circle, when the N-stem cannot be used as conveniently.

InIn	his	allowance
&In	his	allusion
In	his	agreement
-		argument
-%In	his	approval
In		
آ ما In		
		brain
In	his	brief
		character
-}In	his	chair
-\$In şIn In	his	charity
In	his	contract
In	his	degree
- <b>!</b> In		
<del></del> _In	his	grave
InIn		
In	his	land
1 ln	his	lane
In	his	last letter
		latest
In	his	lease
In In	his	lesson
In	his	letter
In.	his	lifetime
In	his	light-lot
In In		
In	his	loan
In	his	mind

In his mine
In his might
In his mission
In his method
In his omission
In his opportunity
In his oration
In his proof
In his proper person
In his remembrance
In his time
YIn his trade
LIn his training
In his transcript
In his way
6In (the) consideration
-¶In considering
In experience
In the same
In silence
In similar
In the slightest
In solution
In some
In somewhat
In the supreme court
a surprise
In expression

As part
As about-before
As had
As much as
As charged
As large as
As just as
As accustomed
As against

-----As against

As good as

-----As great as

As if they As for that

As far as

---- & fast as e-----As forgotten

---- e--- As of this date

e---P-As ever-have

-9----As was

-----As has

\_9\_\_\_\_As she

----9--As shall

-9----As usual

----As will-well

-As little

--- As well as

-6-\---As will be

------As were

-----As early as

-----As our

-----As heard

As my own

----As mine
-----As many as

As most must

----⊅ \_As most-must

As not \_\_\_\_\_

---As another

----As now

As we-would

\_\_\_\_As when

As you-r-you are

--- 6--- As yours

A ---- As yet

-----As long as possible

Is to, As to, and Has to, are written with a half-length Z-stem, when standing alone or at the beginning of a phrase.

----Is to pay

Is to become

----Is to do

Is to continue

\_\_\_\_Is to go

Is to have

\_\_\_\_\_Is to make

-----As to it-the

-y-----As to his-us

	_	
<b>)</b> As	to	that
(As	to	them
-)As	to	that them having-living
As	to	her-our-where
As	to	her-our-where me-my-whom
As		
As	to	any
As		

As to him-when-how

Has to pay

Has to be

Has to do

Has to come

Has to have

Has to make

Has to engage

#### Has.

4 ..... Has hoped-put it ----q---Has happened 4----Has before-about ---- Plas been -P-----Has taken ---- Has much-charged P-----Has just --- P---- Has done Has begun-gone-again ---e---Has forgotten e-----Has formed ----e---Has ever Has thought ----P---Has that f-----Has then ----P---Has this ..g......Has she

--9----Has shown -----Has issued --9-----Has usually ----A--Has our - Has made ----Has many Has mine ---- Has heard ----Has another ------Has never -9-2....Has known -----Has not A----Has now -----Has no Has your ---- Has yet Has long known عمد

After a final circle, the back-hook expresses the word Own, Been, Than, or One,

By his own
Before his own
About his own

1	1	
Between-What his own	Should-Issue his own	
At-Take his own	Usually his own	
1To-But-Took his own	-AWas his own	
Did his own	As-Has his own	
Do his own	While his own	
	Will his own	
Watch his own	-6Allow his own	
Change-Which his own	From his own	
-fCharge his own	Were-Where his own	
Adjoin-ed-his own	Or his own	
-/Judge his own	Recollect his own	
Can his own	They are his own	
Give-n his own	Are-Recover his own	
Gave-Against his own		
If his own	Whom his own	
For-Forget his own	In his own	
After his own	Know his own	
Of-Live his own	Own his own	
Have-Above his own	Beyond his own	
Thought his own	You are his own	
Worth his own	Without his own	
Thank his own	Whether his own	
With his own	Would his own	
Though his own	When his own	
That his own	How his own	
Saw-See his own	Think his own	
-}Sue his own	Among his own	
Wish his own	Along his own	
Shall-Show his own	1 -	
Its own is expressed by halving a fi	inal stem and adding the circle and back-	

Put its own
By its own

hook.

Upon its own

----Pay its own

Defore its own
About its own
What its own
bAt-Take its own
To-Took its own
Do its own
bHad its own
A Which-Change its own
ZCharge its own
Can its own
-eGave-Against its own
If its own
For-Forget its own
After its own
Have its own
Though its own
That its own
See-Saw its own

a Is its own
& Was its own
-2As-Has its own
gShall-Show its own
,Should-Issue its own
Should-Issue its own
-ÆWill its own
6Allow its own
From its own
Know its own
->Were-Where its own
Or its own
Recollect its own
Are its own
In its own
Why-Without its own
Beyond its own
How its own
Think its own
Among its own
Along its own
~

# Has Been.

Property has been
Hope-Pay has been
What has been
What has been
But has been
Difference has been
Each has been
Which-Change has been

Much-Charge has been

Age-Agent has been

Committee has been

Company has been

Ever has been

Above has been

That has been

She has been

Jissue has been

Usually has been
Whole has been
Here has been
Where has been
Hour has been
Or has been
There has been
Any has been

Why has been

Way has been

Year has been

When has been

How has been

Thing has been

Length-Nothing has been

It has been is expressed by halving a final stem and adding the circle and back-hook.

->-----Hope it has been ---- Before it has been What it has been ---- But it has been d\_\_\_\_\_Which it has been -----How much it has been -4----How large it has been If it has been -----For it has been ----After it has been Lever it has been \_\_\_\_\_\_ Though it has been That it has been See it has been J\_\_\_\_Say-So it has been -----As it has been

\_d\_\_\_\_Show it has been \_\_\_\_g\_\_Usually it has been While it has been Here it has been ->-----Where it has been \_\_\_\_Or it has been 2\_\_\_\_There it has been \_\_\_\_Time it has been ------Whom it has been \_\_\_\_\_Know it has been Own it has been -----Why it has been -----Whether it has been \_\_\_\_ When it has been -----How it has been Think it has been

Less than

More or less than

Not less than

Worse than

Than.

One.
Occupies one
Pays one
Buys one

Obeys one
>Obeys one What is one
bIt is one
LTakes one
But is one Does one
Langes one
Charges one Adjoins one
Judges one
Commits one
Gives one
Gave us one
Forms one
Faces one
Ever has one
G That is one
6This is one
Sees one
کــــSo is one
)Sues one
She has one

Was as one ----) -- As is one -9-----Wishes one Shows one -----Issues one Usually is one Leases one .\_\_\_\_\_ Allows one Here is one Where is one -----Arouses one Or is one There is one Raises one \_\_\_\_Rouses one ---- Recovers one \_\_\_\_Knows one Influences one Why is one Always is one When is one ----How is one

### THE SES-CIRCLE.

Is his, As has, and similar phrases, are prefixed or added by the Ses-circle, Is his being written above the line, and As has on the line, when used initially.

Is his being written above the line, and As has on the line, when used initially.

Is or As may be prefixed to an initial S-circle, or added to a final one, by enlarging the circle.

	bIt is as-his
	But as-is his
DBefore his is-has	.bDefendant is as-has his
b What has-is his	/ Much as is-his
bWhat has-is his	Gives us

If his is-has
For his is-has
After his is-has
Ever has his
6Though his is-has
So his is-is his
As his is-has
Usually has his-is asWhile his is-has
While his is-has
Here is his
dWhere is his-his is
-dWere as his
Or as is-has
Or as is-has There is his-his is
Or as is-has There is his-his is
Or as is-has There is his-his is Are as is-his Why has his-is his
Or as is-has There is his-his is
Or as is-has There is his-his is Are as is-his Why has his-is his
Or as is-has  Are as is-his  Why has his-is his  Whether his is-has  When has-is his
Or as is-has  There is his-his is  Are as is-his  Why has his-is his  Whether his is-has
Or as is-has  Are as is-his  Why has his-is his  Whether his is-has  When has-is his
Or as is-has  There is his-his is  Are as is-his  Why has his-is his  Whether his is-has  When has-is his  How has his-is his  Think his is-has
Or as is-has  There is his-his is  Are as is-his  Why has his-is his  Whether his is-has  When has-is his  How has his-is his  Think his is-has
Or as is-has  There is his-his is  Are as is-his  Why has his-is his  Whether his is-has  When has-is his  How has his-is his  Think his is-has  Nothing is his

_ρAs is taken
As is taken L_ls as truthful
-gls as bad as
D To so much so
-PAs is generally
ls as large as
Is as good as
Is as familiar as
Is as if
Is as far as
PIs as fast as
As has ever been
Is as though theu
Is as even
Is as thin
CIs as though-they
_CIs as worthy
9 Is as that
Is as easy as
Is as was
Is as she
2Is as shall
Is as usual
Is as we like
Is as you say
Is as long as

A small circle may be written within a final large circle, to add Is, His, or Has.

Though his is as

That is as his

This is as

She says his
Usually his is as
Or as his is-has

Yes his is-has
We say his is-has
Whether his is as

Thinks his is as

As long as his is

When a circle word-sign is followed by an outline beginning with a small circle, a large circle is used to represent both.

Upon his examination

Spends his money

Spends his money

Spends his money

Is suggestion

Is said

Is secure

Is seen

It is such

It is sufficient

It is as far as that

It is serious

It is seldom

It is suggested

At his station

Does his best

Close his business

His consideration

Physician and surgeon

This is said

She has spoken

Lease his house

In his circumstances

Influence his action

It is simple

Thinks as much

A small circle may be written within a final large circle, to add His or Us.

Opposes his-us
Places his-us
Impresses his-us
Exposes his-us
Supposes his-us
Supposes his-us
Entices his-us
Entices his-us
Induces his-us

January It is sometimes

Reduces his-us
Chooses his-us
Excuses his-us
Engrosses his-us
Faces his-us
Refuses his-us
Leases his-us

Arouses his-us

Misses his-us

#### Has Been.

Before his has been What his has been L----But his has been ------Much as has been -----If his has been ----For his has been 4 After his has been --- b--- Though his has been 6----That his has been \_\_\_\_So his has been \_\_\_\_\_As his has been \_\_\_\_Show his has been Ò\_\_\_\_Here his has been \_\_\_\_Where his has been Or as has been There his has been D\_\_\_\_\_Whether his has been Think his has been

# His Own.

What is his own

Li is his own

Li is his own

Li is his own

Does his own

Watches his own

Changes his own

Charges his own

Charges his own

Charges his own

Commits his own

Commits his own

Commits his own

----- Forms his own ----For as his own Le\_\_\_\_ Forgets his own Lives his own Ever is his own Thanks his own 10\_\_\_\_\_This is his own \_\_\_\_\_That is his own Sees his own \_\_\_\_Says his own So is his own ---- Was as his own ✓ \_\_\_\_Wishes his own \_\_\_\_Shows his own -----Tssues his own ----Should say his own Lease his own \_\_\_\_\_Allows his own \_\_\_\_As well as his own Hears his own Here is his own ---- Where is his own Or is his own \_\_\_\_\_There is his own P----Recollects his own \_\_\_\_\_\_\_\_Recovers his own Time is his own \_\_\_Any is his own Influence his own \_\_\_\_\_ Knows his own 6 Year is his own Why is his own Always his own

Thinks his own
Nothing is his own

The word Business may be expressed by the large circle, in phrases similar to those given below.

About business ----Above business After business hours Before business Big business Book business Clothing business Commercial business b \_\_\_\_Did business \_\_\_ b\_\_Do business d\_\_\_\_\_Done business 10 Drug business Every business Feed business From business (\_\_\_\_Further business Grocery business Had business --- Have business Meavy business

Liquor business .\_\_\_\_ Mercantile business My business No business Of business \_d\_\_\_\_Open business -----Our business -----Own business Paper business
Peculiar business Retail business Small business Smaller business 6\_\_\_\_Tea business ---- That business \_\_\_\_Their business \_\_\_\_ \\_\_Usual business b\_\_\_\_What business 6----- What is your business ----6--- Which business -)-----Whose business 6 With business -K----Your business

Session is expressed by the large circle and back-hook.

About the session

\_\_\_\_d\_\_Her business

If business

-----Jewelry business
------Large business

Allow the session.
Annual session

As the session	New session
Before the session	New session Of the session
Between the sessions	Or the session
Beyond the session	Shall the session
But the session	Short session
But the session	Small session
-p Can the session	≥ So the session
D Change the session	Thank the session
bDid the session	6 That the session
bDid the sessionDifferent session	That the session  There the session
Each session	Think the session
Evening session	6 Though the session
Ever the session	6 Thought the session
Every session	To the session
For the session	AWas the session
From the session	What session
Had the session	What the session
Have the session	When the session
Have the session Has the session	Where the session
How the session	Which session
If the session	While the session
In session	Will the session
Large session	6 With the session
Light session	9 Wish the session
Long session	Would the session
May the session	3
Morning session	Note—See rule for halving.

LOOPS.

Is it, Is the, As it, As	the, Has it, or	Has the, i	s added by	y the small loop.
337h-4 !- !4 4h-		11	W/L:_L :_ :	a also

What is it-the
It is it-the
But is it-the

 LOOPS.

As is the

Whose is it-the

Where is it-the

There is the

Why is it-the
Whether is it-the
When is it-the
How is it-the
How long is it-the

It or The is added to a word ending with a small circle, by changing the circle to a small loop.

Occupies it-the
Pays it
Puts it
Buys it
Does it
Adds it
Changes it
Charges it
Judges it

-----Gives it

Forms it

Face it

Face it

Sees it

Sees it

Shows it

Hears it

Raise it

Knows it

Weighs it

Thinks it

By changing a final S-circle to a loop, and adding the back-hook, The one is added.

Occupies the one

Pays the one

Buys the one

What is the one

It is the one

Takes the one

Does the one

Adds the one

Each is the one

Changes the one

Charges the one

Gives-Give us the one

Forms the one

	<u></u>	
Convicts the one	Here is the one	
&Conveys the one	TWhere is the one	
Views the one	Or is the one	
Thanks the one	There is-Recollects the one	
That is the one	Recovers the one	
Sees the one	Miss the one	
.dSays the one	Knows the one	
JSues the one	Owns the one	
-As is the one	Owns the one	
She is the one	Whether is the one	
dShows the one	When is the one	
Usually is the one	How is the one	
-PAllows the one	Thinks the one	
One is added by the back-hook, after	a loop.	
Cheapest one	Last one	
>Best one	Last one Missed one	
Brightest one	SeNext one	
Taste one	Shortest one	
-1Trust one	Slowest one	
fStoutest one	Lowest one	
Dearest one	Laziest one	
	Easiest one	
Fast oneLost one	Longest one	
fLargest one	Worst one	
A final circle may be added to a loop, for <i>Is</i> or <i>Has</i> .		
Possibly it is-has	That as it is	
Hopes it is	This it is	
But as it is		
Choice it is	Thus it isSees it is	
Because it is	Says it is	
Of course it is	dShows it is	
How close it is	Allows it is	

50 LOOPS,		
BHears it is	Wise it is	
Knows it is	Whence it is	
Owns it is	Thinks it is	
Yes, it is		
In the middle of a phrase, <i>To</i> may to a loop.	be expressed by changing a small circle	
It is to go	/ Much is to be done	
It is to go	Much is to be done	
It is to bis interest	Object is to know	
But is to become Each is to know	Advantage is to be	
Which is to begin	That is to inform you	
by the small loop.	nd State, Stated, or Stating, is added,	
State what	What you state-d	
State each	Did you state	
State that	-kHad state-d	
State them	-bWhich state-d	
State where		
	Can you state	
State yourState why	SeFor you state-d	
State whether	-QAfter you state-d	
State when	CHave you stated	
State of New York	-6With stating	
State-d, Stating.	They state-d	
Upon stating	-6They have stated	
By stating	6Though stating	
Before you state-d	-6That state-d	
>Before stating	}As stated	
About stating	She stated	

Shall state	In stating
JShould state	You state-d
elShould have stated	-6You have stated
Usually state-d	We state-d
While stating	We have stated
Will state	Would state
Or state-d	-DWould have stated
Are stated-stating	New York state
May state	
May have stated	Note—See rules for the F- and Y-hooks.
First is added by the small loop.	
bAt first	1-6That first
L Which first	That first
-JWhere-Were first	GYou first
If first	We first
After first	When first
6They first	How first
It first or The first is expressed by ha	alving a stem and adding the small loop.
Upon the first	Charge it-the first
>Pay it-the first	Can the first
By the first	Give the first
Before the first	Gave-Against the first
About the first	If the first
Between the first	For the first
.hAt-Take the first	After the first
To-Took the first	Of the first
Did the first	Have the first
bDo the first	Have the first
Had the first	-6Though the first
During the first	That the first
∆Which the first	Saw-See the first
Change it-the first	Say-So the first

Mow the first
Own the first
Beyond the first
Without the first
Whether the first
You are the first
When the first
How the first
Among the first
Along the first

The word Street may be added by the small loop to the name of a street.

Aurora street

Beecher street

Carroll street

Crescent street

Danforth street

Elizabeth street
Exchange street
Finney street
Genesee street
Lake street

Their or There is expressed by the large loop written in the place of the S-circle. To this loop, the word Own may be added by the back-hook, or the S-circle may be used for Is or Has.

Their, There.

About as there is

What is their-there

It is their-there

Which is their-there

Much as there has been

Because there is

For as there is

That is their-there

So is there

Was as their-there

She has their own

Here is their

Where is their-there

Any is there

Why is their-there

When has their-there

Nothing is there

Their own.	Where is their own
Ccupies their own	Or is their own
	LThere is-Recollects their own
20Puts their own	Recovers their own
Buys-Buy us their own	Miss their own
b	Influence their own
bIt is-Takes their own	Knows their own
hBut is their own	Owns their own
Does their own	.Why is their own
Adds their own	
Z Which is their own	How is their own
Charges-Charge is their own	Thinks their own
Adjoins their own	There is.
4Advantage is their own	Possibly there is
How large is their own	Hopes there is
Gives-Give us their own	4But as there is
Gave us their own	Choice there is
Forms their own	Because there is
Face their own	That as there is
6Conveys their own	Thus there is
f Thanks their own	Sees there is
fThat is their own	ZSays there is
Sees their own	Shows there is
ISays their own	Allows there is
As is their own	Hears there is
Shows their own	Knows there is
Usually is their own	Owns there is
Lease their own	JYes, there is
Allows their own	
Hears their own	Thinks there is

Moister than

Faster than
Juster than

A few convenient phrases may be formed by using the large loop wordsigns for *1s there* or *Has there*, as shown below:

Is thereupon Has therefore A Is thereafter -----Has there been Is thereby -----Has thereupon \_\_\_\_ Is therefore -----Has thereby Is there ever -----Has thereafter Is there never ----Has there ever 2\_\_\_\_Is there usually ----Is there not -----Has there not Is there any - Has there usually ------ Has there another \_\_\_\_Is there another Is there anything Has there anything Is there nothing 

The word Store may be expressed by the large loop.

Adjoining store ---- Against the store \_\_\_\_Another store \_\_\_\_Any store Big store Book store China store Clothing store Corner store \_\_\_\_Different store Dry goods store Drug store O \_\_\_\_Each store ----Farther store -----Feed store ----Fruit store Cy----Furniture store

Grocery store ---- Hat store D\_\_\_\_Her store \_\_\_\_\_In the store Jewelry store Know the store ---Liquor store ----- My store -----Oil store ---- Our store -----Own the store ----Paper store .\_\_ Retail store Small store Smaller store Tea store -C----That store

HALVING.

It or The is expressed by halving the last or only consonant stem of a word.

, and a surpression of manning man	
Upon-Occupy it-the	_PSaid it-the
Hope-Pay it-the	PStudy it-the
Put it-the	1Draw it-the
Speak it-the	1Doctor it-the
Stop it-the	-3:During it-the
sApply it-the	fDeliver it-the
Practice it-the	Watch it-the
Open it-the	/Change-Which it-the
Buy-By it-the	Charge it-the
Before it-the	Switch it-the
About it-the	Challenge it-the
S Believe it-the	Cheer it-the
Bring it-the	Adjoin it-the
Nemember it-the	Commit it-the
Number it-the	Can it-the
Ought-What it-the	Call-Kill it-the
JAt-Take it-the	Claim it-the
But-To-Took it-the	Decree it-the
But-To-Took it-the Sight-Sought it-the	ODescribe it-the
fState it-the	Prescribe it-the
ſTell it-the	Secure it-the
fSettle it-the	Inscribe it-the
Try it-the	
YInstruct it-the	Unscrew it-the
Did it-the	Connect it-the
lDo it-the	Give it-the
Had-Add it-the	Gave-Against it-the
PConcede it-the	Grow it-the

If-Form it-the
For-Forget it-the
After it-the
Offer it-the
Of it-the
Have Above is the
Have-Above it-the
-IOver it-the
Thought it-the
C Worth it-the
Through it-the
With it-the
(Though it-the
7That it-the
That it-the Saw-See it-the
-)Say-So it-the
Is it-the
)Was it-the
Has it-the Seize it-the
2Measure it-the
Wish it-the
Shall-Show it-the
Should it-the
Will-Lay it-the
Allow it-theConceal it-the
Conceal it-the
Conceal it-the Sell it-the
Steal it-the

J-----Stole it-the --- C---Learn it-the ----From-Hear it-the ---- Were-Where it-the 2 \_\_\_\_Concern it-the Store it-the -----Or it-the ----- There-Recollect it-the -----Are-Recover it-the Relieve it-the -----Rule it-the ----- May it-the -----Whom it-the -----Consume it-the Remark it-the ----ln it-the -----Know it-the ----Own it-the Seen it-the -----Only it-the Nor-Near it-the Beyond it-the -2----Why-Without it-the .... Nhether Weigh it-the -----Would it-the ----Work it-the -----When it-the -----How it-the Think it-the -----Along it-the -----Sing it-the

To may be expressed in the middle of a phrase, by halving the preceding stem.

Hope to go ----Show to me Pay to him ----Sure to be About to leave Where to go ---- Were to be --- Sp\_\_\_Able to state or to send Ought to be Give to them ----Are to believe They are to be Gave to me -----Are to have Say to him ......Is to be -----Am to make -----Was to go -----Whether to come ----When to leave \_\_\_\_Has to be As to the -----How to make

Halving any pronoun or adverb, adds the word Did.

What did \_\_\_\_So did \_\_\_\_She did ....It did -----But did A ..... Where did ----Or did ....Each did Ne-Why did /\_\_\_\_Which did ----Ever did -----You did Never did T----He did ....(\_\_\_They did ----When did -----How did That did

Not is added by the N-hook to any stem halved to express Did

 J
 What did not

 LIt did not
 C

 She did not
 Ne did not

 Which did not
 You did not

 L
 He did not

The word Had may be added to any stem word-sign representing a pronoun or an adverb, by halving such stem-provided the immediate context is such as to show clearly that Had and not Did is to be implied.

The words Have, Has, Had, may also be halved to express an added Had, Not is added by the N-hook, to any stem halved to add Had.

-\----What had been ----It had become But had gone ----Had had time I have had it. -Which had been ---- Ever had said Never had done ---Have had many -\---They had done That had it L\_\_\_So had you

\_\_\_As had been \_\_\_Was had ----Has had 2\_She had not -h----Where had you ---- Or had been There had never ->----We had heard ----You had We had not -----When had he ---L---How had she

Halving any preposition which is written with a curved stem, adds the word What.

----For what purpose ----After what happened ... ... With what advantage

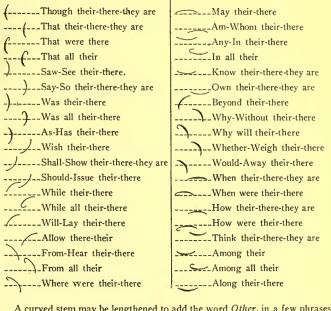
From what money \_\_In what manner Beyond what place ----}--Without what was

### LENGTHENING.

Any curved stem may be lengthened to add Their, There, or They are.

\_\_\_\_\_If-Form their-there -----After their-there-they are \_\_\_For all their ---In reference to their \_\_\_\_Of their-there ---For ever there

L----Ever their-there-they are ----Never there \_\_\_\_\_Thought their-there \_\_\_\_L\_\_\_Worth their-there \_\_\_\_With their-there ----With all their



A curved stem may be lengthened to add the word Other, in a few phrases.

-----Several other Every other ----Some other .....My other -L----The other ----Your other --------Our other

Has been is added by the circle and back-hook, to a lengthened curved stem.

If there has been See there has been ---For there has been ----}--Say-So there has been -}----As there has been 4----After there has been ----Ever there has been Show there has been -----Usually there has been -t----Though there has been -----That there has been \_\_\_\_\_While there has been

Whether there has been

Whether there has been

Yet there has been

When there has been

How there has been

Think there has been

Well, there has been

Allow there has been

Where there has been

Know there has been

Another has been

Neither has been

Therefore may be expressed by lengthening a curved stem and adding the F-stem.

She therefore
Shall therefore
Should therefore
Will therefore
Know therefore
When therefore
Think therefore

Thereupon may be expressed by a P-stem attached to a lengthened curve; Thereby, by a B-stem; and Thereafter by a half-length F-stem.

If thereupon
If thereby
If thereafter
For thereupon
For thereby
Of thereupon
Of thereby
Have thereby
Have thereafter

Was thereby

Was thereafter

She thereupon

She thereafter

Shall thereupon

Shall thereby

Will thereupon

Will thereby

Will thereby

\_\_\_\_\_Was thereupon

Know thereby

Think thereupon
Think thereby

A straight stem having a final hook may be lengthened to add Their or There.

Pin their-there
Pain their-there
Perform their-there
Combine their-there
Been their-there
Bank their-there
Contain their-there
Contain their-there
Deform their
Advise their
Done their-there

Each one there
Chain their-there
Continue their-there
Connect their-there
Cannot their-there
Begin their-there
Gone there
Begin their-there
Begin their-there

# THE L-HOOK.

The L-hook is used to add the words All, Will, and Well.

Upon all this

By all means

Before all

About all that

Between all these

To all men

Against all this

If all were

For all that is

After all that

Have all been
Above all that
With all that is
That all may
As all are
Shall all be
Should all things
From all that
In all things
Without all
Whether all were there

Book or two
Dollar or two

1......Day or two

-----Hour or two

L ..... Month or two

----Before or after

---- Have or have not

When or where

At or about

One or two	1Between her
Week or two	At her mother's
Week or two	Take her time
Ware	To her room
1 What were	1 Did her
lIt were	Do her
1But were	1Had her
Each were	Give her this
2Which were	Gave her that
2Much were	Against her interests
2Such were	If her health
Ever were	For her father
CThey were	Forget her name
She were	After her marriage
2Usually were	Of her business
(That were	
Nhere were	AAbove her reach
Or were	C-Thought her
There were	-CThank her
We were	With her family
Nhy were	LThough her
When were	CThat her brother
How were	-)Saw-See her there
CYou were	
Her.	-) As-Has her
Upon her journey Occupy her	Wish her
	Shall-Show her
Pay her rent	2Should her
Put her money By her account	While her
By her account	Will her
Before her return	-CAllow her
About her brother	}From her house
What her means	Mere-Where her

Without her knowledge
Why her
Whether her
Would her

You are her
When her
Think her
Among her

When the word In occurs before an outline beginning with Ray, the R-hook is often used instead of the stem.

In rapidity

In receipt of

In recognition

In reference to

In refinement

In refunding

In regard to

In registering

-----Beyond her

In rejecting
In reorganizing
In reply (to)
In resigning
In respect of
In respect (to)
In response
In review
In Rochester

### THE N-HOOK.

The N-hook is written to the last or only stem of a word-form, to add the word An, And, Not, One, Own, or Than.

Upon an occasion

Cccupy an office

Be an artist

By an exchange

Before an hour

What-Between an

At-Take an

Did an errand

Had an interview

Change-Which an

Charge an individual

Adjoin-ed an

Commit an error

Can an act

Give an undertaking

Gave-Against an

If an enemy

For-Forget an

After an instant

Half an hour

Of an understanding

Have-Above an

Thought an introduction

Worth an opinion

Saw-See an	Hear and observe
)As-Has an	Hour and a half
From an office	Me and my
	Year and a half
Or an	You and yours Him and her
Recollect an	
Recover an account	When and where
In an hour	You and they
Beyond an installment	Not.
You are an	I hope not
Why-Without an	Be not ashamed
Whether an individual	Ought not to be
Would an organization	But not now
	Did not know
Think an arrangement	Do not have
Along an alley	-1Had not been
And.	I do not recollect
.2Upon and after	1 do not remember
) p 11	I don't remember the time
Bye and bye	
Before and after	
and the second s	Cannot be sustained
-2Before and after	
Before and after	Cannot be sustained
Before and afterTo and for	Cannot be sustained  If not now  Have not known  Thought not  Have not come
Before and after  At and after  To and for  Come and go	Cannot be sustained  If not now  Have not known  Thought not  Have not come
Before and after  At and after  To and for  Come and go  Came and went	Cannot be sustained  Diff not now  Have not known  Thought not  Have not come  It was not  Shall not
Before and after  At and after  To and for  Come and go  Game and went  Give and take	Cannot be sustained  Diff not now  Have not known  Thought not  Have not come  It was not
Before and after  At and after  To and for  Come and go  Came and went  Give and take	Cannot be sustained  Diff not now  Have not known  Thought not  Have not come  It was not  Shall not
Before and after  At and after  To and for  Come and go  Came and went  Give and take  Go and come  Together and apart  Off and on  For and against	Cannot be sustained  John If not now  Have not known  Thought not  Have not come  It was not  Shall not  Will not be  You are not  You will not
Before and after  At and after  To and for  Come and go  Came and went  Give and take  Go and come  Together and apart  Off and on  For and against	Cannot be sustained  John If not now  Have not known  Thought not  Have not come  It was not  Shall not  Will not be
Before and after  At and after  To and for  Come and go  Came and went  Give and take  Go and come  Together and apart  After and before  With and without	Cannot be sustained  John If not now  Have not known  Thought not  Have not come  It was not  Shall not  Will not be  You are not  You will not  I am not sure  He may not
Before and after  At and after  To and for  Come and go  Came and went  Give and take  Go and come  Together and apart  Off and on  For and against	Cannot be sustained  John If not now  Have not known  Thought not  Have not come  It was not  Shall not  Will not be  You are not  You will not  I am not sure  He may not
Before and after  At and after  To and for  Come and go  Came and went  Give and take  Go and come  Together and apart  After and before  With and without	Cannot be sustained  Description of the content of

T. 1
I knew not
We are not
Why not
Whether or not
-fYou are not
I think not
One,
But one
But once-one's
JAt one
At once-one's
JBetween one
J_Into one
Each one
Each one's
Which one
Which once-one's
Such (a) one
Such (a) one's
Beneath one
If one
If once-one's
For one
For once
LAfter one
After once-one's
Every one
Every one's
Never one
Never once
CEither one
_COther one
Some one

Some one's \_\_\_\_Some one or other Any-In one \_\_\_\_Any-In one's No one \_\_\_\_\_No one's Only one ----Only once -----When one ----When once Long one Long ones Among one's -----Along one Own. \_\_Her own ----Our own \_\_\_\_Their own Your own -----Occupy-Upon her own -----Pay her own Name of the Put her own Before her own \_\_\_\_About her own \_\_\_\_At-Take her own J\_\_\_\_Did her own \_\_\_J\_\_Do her own 1----Had her own -----Can her own Give her own -----Gave-Against her own For-Forget her own --- £3-- After her own

COf her own	Fitter than
CHave-Above her own	Gladder than امر
Thought her own	Greater than
With her own	Harder than
CThough her own	Hotter than
CThat her own	Later than
2Was her own	Lighter than
)As her own	Longer than
Shall her own	Louder than
Should her own	Lower than
	Leaner than
	Mightier than
Or her own	More than
Are her own	
Beyond her own	-SOlder than
Without her own	C Other than
Nhether her own	Prettier than
When her own	Quicker than
How her own	-/2Rather than
	Rather more than
Think her own	Rougher than
Than.	Shorter than
Better than	-eSooner than
Bloodier than	Straighter than
Brighter than	Sweeter than
	Tighter than
Cleaner than	Weaker than
Earlier than	
-5Easier than	Wider than
The N-hook may be made into a circ	cle, to add Say.
Ought not to say	Did not say
But not to say	Did not say
d	

J\_\_\_\_Do not say \_\_\_ J\_\_\_Do you not say

-----Cannot say

His own may be added, by changing the N-hook to a circle and affixing the back-hook.

Ought not his own

But not his own

Did not his own

The word State, Stated, or Stating, may be added, by changing an N-hook to a small loop.

2....Did not state
2....Did you not state
2....Do not state
2....Do you not state

-----Had not stated

Ought not to state

They are not stated

They are not stated

They have stated

They have stated

They have stated

They have stated

------Without having stated
-------We have stated
-------Would have stated

------You have stated

A large class of useful phrase-signs is formed by indicating the word *Interest* by the use of the N-hook in connection with the halving principle.

-J----Add interest

-----About interest

----As much interest

-5---Bear interest

-----Can interest

---- Charge interest

----Claim interest

---9---Considerable interest

Dower interest

Each interest
Every interest

From interest

L----Future interest

Greater interest
-----Had (an) interest

-----Half-interest

-5----Has (an) interest

----Have (an) interest

·	
->Her interest	-,That interest
If interest	Their interest
In interest	Upon interest
Large interest	What interest
-2Larger interest	->Were interest
Legal interest	When interest
JMuch interest	Nhere interest
My interest	DWhether interest
No interest	Which interest
Our interest	While interest
Paid interest	With interest
>Pay interest	Without interest
Prior interest	-CWill interest
Rate of interest	Would interest
Shall interest	Year's interest
Should interest	Your interest
Small interest	6

By an exceptional use of the lengthening principle, the words Own and Than are indicated as in the following phrases:

----Thought their own
----C---Worth their own
----C---With their own
-----Though their own
-----Though their own
-----That their own

May their own
When their own
How their own
Farther than
Further than
Later than

## THE F-HOOK.

The F-hook adds to a stem the word Of, Ever, Have, Having, or Live. It or The may be added to such phrases, by halving the stem.

Property of
Part of
Be of

Talk of

Soever .	Which having
Wherever	Against having
Whomever	If having
Whenever	For having
Have.	-tyAfter having
-\Part have	Of having
-VPart have	Ever having
Did have	Worth having
Do have	With having
Can have	Was having
Ever have	While having
They have	From having
{That have	-DHer-Were having
-)As have	Our having
Shall have	Or having
-JShould have	Their-Recollect having
Usually have	Are having
-CWill have	Am having
DWhere have	in naving
Or have	Beyond having
There have	-6Your having
May have	Live.
	LDid live
-DWould have	bDo live
Ye have	-tHad lived
-6You have	Ever live-d
Having.	GHave lived
Upon having	CThey live-d
By having	6That live-d
-VBefore having	Shall live
Between having	-JShould live
But having	While living
Each having	-CWill live

Where (do you) live
We live
Would live

To have is added by the F-hook, in the following phrases:

-----Hope to have Going to have \_\_\_\_\_Appear to have \_\_\_ Safe to have Have to have -S-----Expect to have Sure to have ----P-Supposed to have A----About to have Easy to have \_\_\_ Was to have \_\_\_\_Able to have Ought to have Usual to have \_\_\_\_ Were to have \_\_\_Sought to have Try to have Time to have \_\_\_\_[\_\_Said to have \_\_\_\_\_Something to have -L----Had to have ----- Soon to have ----Which were to have \_\_\_\_Like to have \_\_\_\_Care to have \_\_\_\_\_ Anything to have \_\_\_\_Claim to have \_\_\_\_\_Nothing to have

The word It, The, or Had, is added to these phrases by halving:

->----Hope to have it-the Claim to have had-it-the ----Appear to have had-it-the ---- Care to have it-the -g-----Expect to have it-the -----Going to have it-the ---- Supposed to have had-it-the \_\_\_\_Safe to have it-the -s ---- About to have it-the -c----Have to have it-the Sure to have had-it-the Easy to have it-the ---- Able to have it-the -----Ought to have had-it-the .\_\_\_\_Sought to have it-the ---- Was to have had-it-the Try to have it-the \_\_\_\_\_Usual to have it-the ---- Said to have had-it-the \_\_\_\_\_Were to have had-it-the -----Had to have it-the Time to have it-the ---2.\_Which were to have had-it-the Soon to have it-the

When the immediate context will clearly indicate the meaning, the following phrases, in which stems are halved to indicate the past tense, may be used

The phrase \_\_\_\_ Set off may be written as here indicated. Forth may be expressed by the F-hook, or by the stems FTh.

Call forth

Put forth

Set forth

Set forth

Calls forth

The useful phrases \_\_\_\_\_ What if-for; \_\_\_\_ but if; and \_\_\_\_ that if; may be written as here indicated.

The F-hook on a curved stem, with the inner N-hook, adds the words Haze been. Having been may sometimes be indicated in the same manner.

Ever have been

Have ever been

They have been

So have been

Shall have been

Usually have been

Will have been

May have been

Any have been

Ye have been

We have been

We have been

In having been

----G---Your having been\*

There may have been is indicated as shown below, after another stem.

Ever there may have been

Ever there may have been

Though there may have been

I see there may have been

So there may have been

Usually there may have been

While there may have been

Here there may have been

Where there may have been

Or there may have been
Neither may have been
Neither may have been
Now there may have been
Another may have been
Whether there may have been
Whether there may have been
How there may have been
Think there may have been

The following very useful phrase-signs are formed by an exceptional use of the lengthening principle:

While there have been
Well-Will there have been
Where there have been
Where there have been
Any there have been
Know there have been
Why there have been
Whether there have been
Would there have been
When there have been
How there have been
Think there have been

Avenue is indicated by the F-hook, or the V-stem.

Central avenue

Lake avenue

Monroe avenue

Park avenue

Rose avenue

### THE W-HOOK.

The W-hook is used for the word We, Would, What, Whether, Away, or Way.

w uy.	
SBefore we went	Between what stations
PWhat we said	At what time
-But we cannot	fBut what is that
But we cannotDid we not	
Do we make	To what subject
fHad we	L_Do what you can
Which we have	
Can we not	Give what they did
DOr we shall	Or what they have
Are we not	They are what you need
Would.	Are what you think
C What would you	Whether.
fIt would not be	But whether we have
But would you	About whether that
Each would have	Or whether he was
AWhich would seem	Recollect whether they did
Much would require	Away, Way.
Or would they	fPart way
There would not	Put away
What.	Be away
-CUpon what is that	By way of
By what means	LWhat way
Sefore what court	Take away
\$About what time	fTook away

The same words may be indicated by the W-semi-circle, when the W-hook cannot be used.

If we were How we-would For we were Think we-whether 4----- After we were ----Ever were ->-----Hope it would Have we ---- Pay it away \_\_\_.\.\.Thought we were -----Put it away \\_\_\_\_\_ Though we were By the way That we were ->----Before it would \_\_\_\_See what we ----About the way \_\_\_\_So we were What it would Say we were \_\_\_ J\_\_\_Take it away --- As we were-would -----But it would As we are ---- Had it away \_\_\_.3.\_\_ Wish we were -4-----Which it would Shall we not ----Judge it would \_\_\_\_ Should we go -----How much it would While we were -----Cut away Here we are -----Give it-the way-away Nhere we-would ---- Gave it-the way-away \_\_\_\_\_Were we connected Get away May we take it ----Got away Know we-whether \_\_\_\_\_If what we-would-were E----Yet we were If it would-were Why we are - \----For what we-would-were-way Whether we can -----After what we-would-were ------ When we-would -way Of what we-would-were-way

Ever did what

Thought it would

With what we-would-were-way

Though it would-were

With it away

Saw-See it would

Say-So it would

Was it away-Was the way

Mish it would-were

Wish it would-were

Usually it would

While it would

From what we-would-were

-way

Where it would

There it would

There it would

Know it would

Why it would

Why did we

Whether it would-the way

Along the way

In the middle of a phrase, the semi-circle may be joined without an angle to a succeeding K-, G-, Ray-, or N-stem.

All we know All we can do All we can expect All we can say about it ---What did we know about it -----Could we not -----Could we know If we are If we cannot have it If we could have it For we gave it to him If it were known If it were not For we are not For we were not If we knew about it (\_∠\_\_\_After we are

\_\_\_\_After we came there ----After we knew Have we anything ----Have we known L----Have we not been \_\_\_(S\_\_\_That were known -{----That were not ---- That we know -4----That we knew I know we are May we not know Do you know whether there is Do you know whether or not Do you know whether or no Do you know whether they \_\_\_\_\_\_\_ Do you know whether we can Do you know whether there was

Do you know whether there are

Do you know whether they are or not

Do you know whether there

Do you know we received it
Do you know whether we are
I think we are not
I think we were not

The semi-circle may be used after a small circle, in such phrases as the following:

Possibly we shall
Believes we have
Because we thought
Asks whether they did
I suppose we shall
Remembers we were

I trust we shall be
Such as we would
For as we were
Says we may
Knows we cannot
Thinks we are

## THE Y-HOOK.

The Y-hook is used for the words You, Your, You are, and Year.

Upon you ------Hope-Pay you A----Put-Part you By you A ....Before you-you are -----About you ......What you-you are \_\_\_\_At-Take you -]----But-To-Took you \_\_\_\_Did you Do you -----Had you .\_\_\_\_Watch you \_\_\_\_Z\_\_Which you-you are -2----Charge you \_\_\_\_Commit you

.\_\_\_\_Can-Accompany you ----Give-n you -Gave-Against you Or you-you are -C----Recollect you-r-you are ----/--Are you If you-you are -----For you-you are -Q----After you-you are Of you Ever you ---- Have you \_\_\_\_Thought you ---- Thank you ----With you ....('\_\_\_Though you-you are

CThat you-you areSaw-See you-you are
Saw-See you-you are
-9Say-So you-you are
9Sue you
-)As you-you are
Wish you
2Shall-Show you-you are
Should youUsually you-you are
While you-you are
-GWill you
6Allow you
•
May youWhom you-you are
In you-r
Know you-you are
PBeyond you
Beyond you Why-Without you
Whether you-you are
Would you
When you-you are
How you-you are
Think you-you are
Among-Nothing you
Voue
Upon your own
Hope your statement
Pay your account
Put your question
By your own
Before your recollection
About your own What your own
What your own
At-Take your books

J----But you may --- Je--- To your brother I----Took your own ----Did your work -----Do your best --- Had your opportunity \_\_\_\_Watch your business --- 2-- Which your method \_\_\_\_Change your course ----7---Charge your account ---- Can your statement \_\_\_\_Or your own \_\_\_\_Recollect your \_\_\_\_Are your own \_\_\_\_Recover your standing You Are. \_I hope you are willing \_\_\_\_\_\_\_\_Before you are ready ----What you are able to do \_\_\_But you are not going Which you are making How much are you willing \_\_\_\_Or you are not \_\_\_\_Recollect you are L\_\_\_\_What if you are not For you are mistaken Q\_\_\_\_After you are away \_\_\_\_\_Ever you are C.\_\_\_\_Though you are That you are .\_\_\_\_See you are \_\_\_\_Say-So you are As you are doing Show you are capable

While you are not

Where you are

Know you are

Own you are

Why you are

Whether you are

How you are

Think you are

Year.

What year

Different year

Each year

Which year

Any year

No year

The Y-semi-circle may be used to indicate the same words, when the hook cannot be used conveniently. It may also be used for Yours and Years.

......By the year -.-- Before the year About the year ----But-To the year h h Did the year ----K----Which the year If the year For-Forget the year After the year
Of the year Thought the year ----That the year -L----Say-So the year ----Is the year -\----Was the year ---- Should the year From the year ----Or the year -----Recollect the year \_\_\_\_In the year \_\_\_\_Know the year Beyond the year

Why the year ---- Whether the year ----- Would the year ---- When the year -----How the year Think the year -L-----Half a year ----About a year ago For a year and a half From year to year \_\_\_\_Two years ago --->--- Two or three years ago \_\_\_\_Last year ---- Year after year Year before last Year by year h What did you-r-s But did you-r-s - A ---- Which did you-r-s After the years - After what you-r-s-year-s

Affect you-r-s
Effect you-r-s
Of what you-r-s-year-s
Avoid you-r-s
Evade you-r-s
Thought the year-s
With what you-r-s
That the year-s
-GThat had you-r-s
Say to you-r-s
-\lambdaSo did you-r-s
h Is it you-r-s
_hWas it you-r-s
As to you-r-s
Allowed you-r-s
From what you-r-s-year-s

The Y-semi-circle may be used after a small circle, in phrases like the following:

Possibly you may

Hopes you will

Suppose you go

Believes you can

What is your recollection

What is your impression

We trust you will

Does your mother

Because you were
Gives you that
Where is your brother
Knows you can
Why is your
Thinks you have

The semi-circle may be used initially, for You or Your.

Your property
Your hope-pay
You put
You ought-talk
You take

-yYou charge
-yYou charge You object-ed
-yYou judge-d
You give
You gave
You form-ed
You forget-forgot
You thought
You saw-see
You say
Your house
You wish

You shall

You should
You usually
You will
You also
You recollect
Your recovery
You are
You may
You know
You think

In the middle of a phrase, the semi-circle for You may be joined without an angle to a succeeding stem.

By what you say

Could you say it was

From what you say about it

How did you happen

What did you do

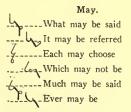
What did you say to him

When did you pay him

When did you say it was
When did you see him
Where did you see him
Which did you say
Why did you say that
With what you had

#### THE M-HOOK.

The M-hook is used to indicate the words May, Him, Make-ing, My, or Time. If it is desired to indicate the termination ing in Making, it may be done by the Ing-dot, or by the inner N-hook.



They may not

She may

Where may you

There may

We may be able to

What you may say	For-Forget him
But you may say	After him
_6Each may say	Of him
They may say	Have-Above him
-fThat may say	Thought him
She may say	Thank him
	With him
Or may say	Saw-See him
You may say	_)Sue him
We may say	Owes him
Him.	-)Has him
Upon him	Wish him
\_Pay him	Show him
Put him	Allow him
By him	From-Hear him
_\Before him	Or him
	Recollect him
Between him	In him
UAt-Take him	Near him
4To-Took him	Know him
But him	Knew him
Did him	Beyond him
UDo-Due him	-3Without him
Had him	Think him
Watch him	Occupy himself
-Change him	Upon himself
	Pay himself
Charge him	Put himself
/ Tudge him	By himself
Judge him Commit him	Before himself
	-\sAbout himself
Accompany him	Between himself
Gave-Against him	-tTo-Took himself

bDid himself
bDo himself
Had himself Watch himself
Watch himself
-{Charge himself
Judge himself
Commit himself
Give-n himself
-2 Gave-Against himself
For-Forget himself
Of himself
Have-Above himself
Thought himself
CThough himself
See himself
Owes-Was himself
Wish himself
Shall-Show himself Will himself
Allow himself
2_Recollect himself
-2Recover himself
May himself
Know himself
Knew himself
-6Beyond himself
Without himself
-JWould himself
Think himself
Make, Making.
Upon making

D\_\_\_\_By making \_\_\_\_Before making -\\_---About making \_\_\_U\_It make \_L\_\_\_\_But-To make Did make .L....Do make ----Each make \_\_\_\_Which make \_\_\_ Such make -----Can make If making For making -After making Of making L. Ever making -----Above making \_\_\_\_\_Worth making \_\_\_\_With making \_L\_\_\_\_They make ---{---That make -----Was making She make Shall make ---, 1--Should make While making ----Will make \_\_\_\_From making -----Her-Were making ----Our make Or make-ing Z----They are making

Am making
In making
We make
- Whether making
3Would make
When making
Your-You are making
My. Upon my
Pay my
Put my By-Buy my
Before my
Ought-What-Between my
-UOught-What-Between my
LAt-Take my
But-To-Took my
Did my
.UDo my
<b>{</b> Had my Watch my
_LWatch my
LWhich-Change my
Charge my
CAdjoined my
-LJudge my
Adjourn-ed my
Commit my
Can my Give-n my
Gave-Against my
If-Form my
For-Forget my
4After my

Of my \_\_\_\_Ever my Have my Thought my C\_\_\_\_Worth my ---(---Thank my With my \_\_\_\_C\_\_\_Though my -----That my -----Saw-See my J.....Was-Owes my ----}-...Has my Wish my Shall-Show my -, J----Should my While my \_C\_\_\_\_Will my ---- Allow my From my \_\_\_\_Q\_.Were-Where my 2....Or my Recollect my 2....They are my \_\_\_\_2\_\_Recover my -2---Are my In my Know my -----Knew-Own my Beyond my \_\_\_\_Why-Without my \_\_\_\_Whether my --- Would my When my \_\_\_\_\_ Among my

My Own.
Occupy my own
Occupy my own Upon my own
Hope-Pay my own
Put my own
Be-Buy my own
Before my own
-\About my own
What-Between my own
bAt-Take my own
b But-To-Took my own
bDid my own
bDo my own
Had my own
Which-Change my own
Charge my own
_6Adjoin-ed my own
Commit my own
Can-Accompany my own
Give-n my own
Go-Gave-Against my own
If-Form my own
For-Forget my own
After my own
Of my own
Ever my own
Have-Above my own Thought my own
Thought my own
-GWorth my own
With my own
GThough my own

Caraca That my own
That my own
So my own
c)Owes-Was my own
JAs-Has my own
Wish my own
Shall-Show my own
Should my own While my own
Will my own
-Allow my own
Or my own
-2They are my own
Recollect my own
_2Are-Recover my own
Hear my own
Were-Where my own
May my own
Am my own Beyond my own
-6You are my own
Yet my own  Why-Without my own
DWhether my own
-3Would my own
How my own
How my own Think my own
Among my own
Along my own
Time.
-A-yAbout time
About time

_UTake time
But-Took time Each time
Each time
Unich time
_ LChange time
Charge-Much time
If time
For time
After time
-GHave-Above time
Every time
With time
(That time
-)Has time

Usual time
Were-Her time
->Our time
Their time
My time
Any-In time
Many times
No time کے۔۔۔۔
-6Your time
Beyond time
Without time
Whether time
Long time
Length of time
l l

# THE TER-HOOK.

The Ter-hook is used to indicate *Their*, *There*, or *They are*. In the examples given, it is used to indicate *Other*, also.

Their.
Upon their
J Hope-Pay their
->Put their
Be-Buy their
SBefore their
>About their
Ought-What-Between their
JAt-Take their
But-Took-To their
-JBut-Took-To theirDid their
JDo-Due their
Had their
Watch their

Which-Change their
Adjoined their
-JJudge their
/LCharge their
Commit their
Can their
Give-n their
Gave-Against their
Or their
Recollect their
-Are-Recover their
There.
_\Up-Pay there
\ Hope-Pay there

Se-Buy there	They are there	
Sefore there	They Are.	
-\About there	-JHope they are	
What-Between there	Sefore they are	
-}Out-To-But there	What they are	
J Did there	But they are	
JDo there	LWhich they are	
Had there	How much they are	
Watch-Each there	-,1I judge they are	
Which-Change there	Or they are	
Much-Charge there	There they are	
Object-ed there	Recollect they are	
Came-Come there	Other.	
Company there	Each other	
Can there	Such other	
Given there	Much other	
Go there	Or other	
Together there	-Are otherwise	
Or there	Recollect otherwise	
Recollect there	Sometime or other	
In the following phrases, the N-hook	may be omitted:	
Combine their	Done there	
Been there	Down there	
LContain their	Done there Gone there	
The inner N-hook is used within the Ter-hook, for Own or Not.		
Upon their own	What-Between their own	
Occupy their own	Ought their own	
-dHope-Pay their own	dAt-Take their own	
Put their own Be-Buy their own	But-To-Took their own	
Before their own	Do their own	
->About their own	Had their own	

Watch their own
Which-Change their own
-dCharge their own
Adjoin-ed their own
JJudge their own
Commit their own
Can their own
Can their own
Gave-Against their own
Or their own
Recollect their own
They are their own
Are their own
Recover their own

Not.

Hope they are not

What they are not

Ought there not

Did there not

Had there not

Had there not

Which they are not

Judge they are not

Can there not

Recollect they are not

In a few phrases, Been or Than may be added to the Ter-hook by the inner N-hook; as, \_\_\_d\_\_ Had there been;\_\_\_\Q\_\_\_Rather than.

Therefore is written with the F-stem after the Ter-hook. Thereby may be written in a similar manner, with the B-stem after the hook.

Hope therefore
Pay therefore
De therefore
Unght-What therefore
Take therefore
Took therefore
Do therefore
Had therefore

12/16/05/20/05/20

#### OMISSIONS OF WORDS.

Any word or portion of a word that will naturally be suggested by the form of a phrase-sign, may be omitted for the sake of a more easily written outline.

"A" and "And" Omitted. About a year ago \_\_\_\_\_ Again and again At a glance At such a time Lo\_\_\_\_Ayes and noes Better and better -1----Black and blue \_\_\_Blacker and blacker Brighter and brighter Cause and effect -----Deaf and dumb Deeper and deeper -----Easier and easier East and west Easterly and westerly Eastern and western ----Farther and farther - Faster and faster For a great deal For a great while For a long time ------For a longer time For a year and a half Forever and ever Further and further Greater and greater ......Higher and higher 7-Horse and carriage Horse and wagon

\_\_\_\_In such a case -----In such a position D.\_\_\_Ladies and gentlemen -------Larger and larger Less and less \_\_\_\_Lighter and lighter -----Longer and longer Looser and looser Lower and lower Lord and Saviour --- More and more 1-North and south \_\_\_Northerly and southerly \_\_\_C\_Northern and southern 7---- Now and then --- Over and above ----Over and over ---- P-- Physician and surgeon -----Quicker and quicker \_\_\_\_Right and left Shorter and shorter ----Stronger and stronger ----Such a time - Such and such a Sum and substance f That is a-the question L ... Through and through --- Tighter and tighter ---- Time and again To and fro

12 Twelve and fifteen ----25-Twenty-five and thirty -----Up and down -----Vaster and vaster Ways and means Weaker and weaker Wise and good -----Worse and worse -Co---Yeas and nays \_\_\_Years and years Yes and no "Do You" Omitted. 1-----How do you do -----How do you do it -----How do you know it -----How do you know that ----How do you know they are How do you know there is anything How do you fix the date ...How do you fix the time How do you imagine -W----How do you recollect it-the -----How do you recollect the fact -A----How do you remember the How do you think they did it - -----I shall have been ------Where do you live -----Where do you reside -----How did it occur CHow did you find it How did you come to the

How did you get acquainted ----How did you go there "From-to" Omitted. From day to day -----From hour to hour e----From place to place -- From time to time ---Front week to week -- ((\_--From month to month From year to year "Have" and "To Have" Omitted. -----Before there have been -----But there have been -----Can there have been --- Cannot have been -----Cannot have done Could have been -----Could have done ------Could not have been ----Could not have done ---- Y--- Hope there have been 1 have been \_\_\_I\_\_I have done I have not been ---I shall have done - Land shall not have been --- R--May not have been May not have done --- Must have been ----Must have done conclusion Must not have been

\_\_\_\_Must not have done \_\_\_\_ Ought there to have been Could not have been Seems to have been \_\_Seems to have done Seems not to have been --- Seems not to have done \_\_\_Shall have been \_\_\_\_Shall have done /\_\_Should have been \_\_\_Should have done -So as to have been -d----So as to have done So as not to have been da \_\_\_\_So as not to have done --- There have been There have not been ---- Lusually have been -V----Which there have been "Have You" Omitted. How long have you been ----How long have you been acquainted ----How long have you been How long have you been there -----How long have you been engaged ---- How long have you known ------How long have you lived How long have you lived there -----How long have you resided ----How long have you resided there "I" Omitted. \_\_\_\_If I have been

\_\_\_\_For I have been --- After I have been Ever I have been \_\_\_\_O\_\_Though I have been That I have been \_\_\_I see I have been O\_\_\_\_\_So I have been ---- As I have been Shall I have been ---- Should I have been \_d\_\_\_\_Usually I have been ----While I have been ----Here I have been ---Q\_Where I have been - May I have been -----Know I have been ----Own I have been Why I have been \_\_\_\_\_Whether I have been How I have been --- Think I have been "Ing" Omitted. -7----According to that Building contract -----Boarding school --- Concerning the case During the time ---- Dwelling house 1-----Friday morning In the evening \_\_\_\_\_Lodging house

Looking glass ---- Observing that -}----Pending decision Preceding clause Reading room Riding horse Saving clause - - Sewing machine .\_\_\_Sitting room --->Wedding present "Of" and "Of the" Omitted. ----Act of Congress Act of Parliament -----Acts of Congress Acts of Parliament -Acts of the legislature -----Another of them ----Best of my recollection -d----Best of my remembrance --- Bill of exchange ----Bill of lading ----Bill of sale -E----Bills of exchange Bills of lading Bills of sale --- M -- Board of directors -2-Board of claims Board of health - Board of trade .\_\_V\_Board of underwriters

-----By virtue of

By way of illustration

-Cause of that -----Certificate of stock - Chamber of commerce Child of God \_\_\_\_Children of God \_\_\_\_Children of men -/----Church of England ---- Church of God -/2---Church of Rome \_\_ Circumstances of the case ----Course of business ----9-Course of trade Day of the week \_\_\_\_Day of the month District of Columbia Each of my -S----Each of our Each of your -----For the purpose (of) For the sake of T----Freedom of speech ----History of the world -)----House of God --- House of Representatives -\\_----Houses of Congress -----Houses of Parliament Length of time \_\_\_\_Liberty of the press Love of God -----Many of them Matter of course ------Matter of fact Matter of importance

Member of Congress --- Member of Parliament ..... Most of the time Neither of them One of the best One of the most ----One of them --- One of the worse ----Point of fact Point of order Point of time Point of view President of the common President of the United States Secretary of Agriculture -TP----Secretary of State Secretary of the Navy -o-1 Secretary of War ----Some of them Some of the time ----Space of time ---State of the market Sum of money Sums of money What time of day
What time of night Word of God Words of my text - Words of our text ----World of fashion

World of nature World of spirits Years of age "On" Omitted. ----On either hand ---- On one hand On the contrary \_\_\_\_C\_On the other hand "Or" Omitted. One or two --->---Two or three ----Three or four ---Four or five ----Five or six Six or seven Seven or eight Eight or nine Nine or ten \_\_\_\_\_\_\_\_Eleven or twelve 12/5 Twelve or fifteen \_\_\_\_40.5 Forty or forty-five 45° Forty-five or fifty S ..... Black or white Greater or less -)----Has it or has it not --- Heirs or assigns In or about Is it or is it not -L---Large or small -1- Larger or smaller \_\_\_ May or may not May it or may it not

...... Might or might not More or less More or less than Once or twice One or the other ...On or before Right or left ----Sooner or later -}-----Was it or was it not ---- White or black ->----- Would or would not Yes or no

## The, To The, With the.

-C----As to the money ----As to the time -c. Come to a-the conclusion Fix the date Fix the time In the meantime -----Under the circumstances ----Under the necessity What is the matter "To" Omitted.

----- According to it-the ---- 7-- According to that -.Z\_\_\_\_According to which Appears to me As it seems to me -----Entitled to consideration Forty to forty-five 45 Forty-five to fifty In reference to that

L\_\_\_ln regard to them In relation to W\_\_\_In reply to your letter An respect to my intention -8---In response to his letter -----Intend to be ----Intend to do --- It is not for me to say It is not to be mentioned ----It will have to be ----Mean to be ----- Mean to say -3----Meant to be ---- Meant to have been -----Meant to say ----Ought not to be C-----Ought not to have -----Ought not to have been Seemed to make Seemed to me ---Seems to be ----Seems to me So as to be ---So as to become So as to make Something to have -C----This is to be ---- Want to be Nant to say ----With reference to .....With regard to \_\_\_\_With relation to N..... With respect to

Without reference to Without regard to

Without relation to

## SPECIAL PHRASING CONTRACTIONS.

-----Catholic church -----All together \_\_\_\_All right -----Certain extent -----Am going there of----Certain circumstances ------And so forth --- -- Certificate of stock C----- As far as that -----Could not tell -C---As far as I (he-we-they)know \_\_\_ Debenture bond -----As regards -----Down stairs ----At any rate Episcopal church At all events Estimated cost Estimated weight \_\_\_J\_\_\_At hand Eternal life D\_\_\_\_\_At least ---- Electric chair \_\_\_J\_\_At length Electric energy h .---- At the present time Electric engine ---- Authorized to say - Authorized version Electric fluid ----Back stairs TE Electric light -\\_\_\_Bank stock Electric light wire Electric meter --->--Baptist church Boarding school Electric motor ----Electric wire Brother in law Buying their goods Electro-magnet \_\_\_\_\_Calls-Call his attention Enacting clause -% ---- Except as charged .\_\_ Call their attention Call my attention \_\_\_\_For instance Calls my attention \_\_\_\_For writing .\_\_\_ Call your attention ----Good deal -7----Good deal less than \_\_\_\_\_Calls your attention .\_\_\_\_Cannot tell you \_\_\_\_Good investment Good while - Cash book

Hand writing	-gLast month
Have been able to	Last night
He has gone there	- Last time
High pressure	Last week
High water mark	Long after
Honorable gentleman	Long distance
Honorable gentlemen	Long distance telephone
Human life	Looked like it
I am not sure	Look like
I do not recollect	Looks like it
1 do not remember	Looking glass
1 don't know as I do-did-had	Low pressure
1 don't know as I can	Materia medica
If writing	Meat market
In all respects	Medical treatment
In combination with	Methodist church
In conjunction with	Most likely
In his conversation	Must be
In his handwriting	Must not tell
In the conversation	Must remember
In like manner	My text
In other words	National bank
In settlement	- National government
In so far as	P Next day
In such words	Next month
In the street	Next thing
Insurance company	Next time
In writing	>Next week
Joint committee	Next year
Joint stock company	->No security
Kind words	No, sir
(Laboring classes	-2Once more
Letters patent	Our text

-----Out of place ----Postage stamp ---- Post mortem Post mortem examination -P----- Post office ----Post master Post route -----Presbyterian church Present time Prima facie Revised version Right angle -Sabbath school Sewing machine Sister in law Sitting room 7 Steam engine 2 Steam pressure Step by step Take it for granted Took it for granted ----To a certain extent \_\_\_\_To the present time Tuesday afternoon -p----Tuesday evening

----- Tuesday morning Tuesday night Two or three
Type writer Typewriting \_\_\_\_\_Under consideration Under the circumstances of the case --- United States ----- United States of America \_\_\_\_\_Up stairs h\_\_\_\_Up to the present time C\_\_Very much like it \_\_Very much more than Vice president C----Vice versa Viva voce Which has been said Waiting room Water works West line ......What has been said ----Your recollection

## RAILROAD ABBREVIATIONS.

According to advice

According to agreement

According to their contract

Account current

Account of damage

-----Advise us ------All charges guaranteed Amount of commissions -----Amount of premium And greatly oblige Z---- Annual meeting --- Z --- Annual premium ------Answer by telegraph --- Answer by wire Answer soon .... \\_Apply this rate Arrived behind time Arrived late -- Arrived on time ----As per rate -9----As per schedule --- As per tariff As soon as convenient --- Q-As soon as possible As soon as ready \_\_\_Q\_\_As soon as received -----As to the matter -)---- As to this matter -As to those matters At first cost At less rate ≠-----Attach copy billing -----At schedule rate At tariff rate .\_\_ \\_\_ Back and forth \ ..... Back charges

-----Bad order -\--Baggage checks Balance due Balance of our account Balance of your account --- Salance sheet P----Best attention Best figures Best finish --- Best of my ability Best of our ability Best of their ability ----Best of your ability Best quality Best price --- V---Best rate Best thanks ---- Best terms -----Between all stations ---Bill of exchange Bill of lading Bill of lading attached Bills of lading Bills payable Bills receivable Business letters Business relations \_\_\_ By Adams Express By American Express .... By express By fast freight By our line A ... By our road

By return mail
By railroad
By railway
By your line
By your road
Cattle yards
Cancel order
Car load
Car load or less
Car record
Cause for delay
Cause (of) delay
4Change of destination
Charge expense account
Classification rate
Collect on delivery
Construction train
-1Contents noted
Correction sheet
Cut rate
Daily abstract received
Damaged freight
Date of delivery
Demurrage charges
Declare a dividend
Directors' meeting
Directors' report
Discontinue rate
Discount for cash
LDivision of rate
From your letter
From your reply

Early attention Y Early convenience \_\_\_\_\_Early reply ----East bound track Eastern division East rail Enclose-d bill Enclose-d invoice \_\_\_\_\_Enclosed find Enclosed please find .... Errors and omissions excepted Faithfully yours First-class rate First installment First instant First class First cost First notice First opportunity First quality Financial affairs Financial standing Financial responsibility ----Fourth class rate Free on board (F. O. B.) --- S--- Freight engine Freight shipment From the last report C----- Full rate Further particulars - Give the matter attention

- 0 6:	η
	1 2
Good investment	I was not able to
Good for the amount	In reply to that
= Gross receipts	In reply to your favor
FP1Gross weight	In reply to your letter
	In reply would say
Hoping this will	In your reply
I am glad to know	In your reply to my last letter
I am not sure	In exchange
I am very glad to know	It is not possible
LI did not know	It is hardly possible
JI do not think	It is possible it is
1I do not know	It is possible there is
I enclose statement	I will attend to the matter
1I had not heard	I will just say
I had not learned	will try to have it-the
I have agreed to make	In any quantity
I hand you	In reference to that
1I have concluded	In relation to that
I have received	Insure stock
1I have your favor	It is not practicable
I hope you will	Just possible
In my opinion	_LJust received
In my report	l , *
In their opinion	Less rate
In your opinion	Less than car load
In your report	Live stock
I may not be able to	1-1Local agent
I see there is likely to be	Local freight
I shall not be able to	Local tariff
I send you	Lower rate
I think there is	Lowest commission
Trust you will consider	
# 1 a 6 h b the matter	Lowest terms

	1
Make an appointment	-JQuarterly dividend
	Quarterly premium
Middle division	Railroad accident
Minimum rate	Railroad signal
No attention	Railroad station
JNo discount	Railroad stock
Necessary attention	Railway accident
21-Necessary arrangements	Railway signal
North bound track	Railway station
Notify consignee	Railway stock
One day after date	Rate of speed
On hand	Recent letter
-6On this basis	Reclaim freight
Ordinary rates	Regular rate
Otherwise specified	Replying to your letter
Our last advices	Replying to yours
Our last letter	Referring to your letter
Our risk	Referring to your report
Overcharge statement	Resolution of the board
Owner's risk	Resolution of the directors
Passenger car	Respectfully yours
Passenger engine	Revised classification
Passenger train	Right of way
Passenger traffic	Second class rate
Please acknowledge receipt	Section men
Please advise us	South bound
Please forward	Special rate notice
Please let me know	Statement of account
Please quote us	Statement of balance of account
Please refer to my-our last letter	2To whom you refer
Please inform us	1To your credit
Please note	Trade mark
Premium rate	1Truly yours

\_\_\_\_Under bill of sale \_\_\_\_Under chattel mortgage ------Under the agreement -----Under the circumstances -h---- Under the contract --- Value of the contents Verbal agreement \_\_\_\_Verbal contract Service truly yours ---- Way bill through We are in receipt of your letter - Wells, Fargo & Co.'s Express Co. - A---- West bound track West rail - ---- Western division We will arrange the matter What is best rate

\_\_\_\_Will not return -----With much respect -----With this letter Yard master Your bill Your order received -- Vour letter -C----You may ship it ----You may ship the goods Yours at hand --- G--- Yours respectfully You will be able to ----You will oblige You will not fail --- Your risk

#### LEGAL PHRASES.

According to the evidence
According to the testimony
Act of bankruptcy
Ad litem
Articles of agreement
Assignment of contract
Assignment of mortgage
Administrators and assigns
Amended answer
Appellate division
Articles of incorporation
Assault and battery
Attorney for defendant

Attorney for plaintiff

Attorney general

Bankrupt court

Bankrupt estate

Beneficial estate

Beneficial interest

Beyond a reasonable doubt

Bill of exceptions

Bona fides

Bond and mortgage

Bonds and mortgage

Bond and warrant

Bond of indemnity -----Burden of proof .\_\_\_\_Breach of contract Breach of promise -----Cause of action -----Caveat emptor -----Chattel mortgage Circuit Court of the U. States Circumstantial evidence -----Clerical error Close corporation --- Collateral circumstances Collateral inheritance Collateral security -----Common carrier ...-Common law --- Confidential communication Contributory negligence ------County attorney -----County clerk -------County treasurer Come to a-the conclusion ----- Counsel for the defendant ----Counsel for the people ---- Counsel for the plaintiff -----Court of Appeals -- Court of bankruptcy Court of chancery \_\_\_\_\_ Court of claims Court of equity 7----Court of general sessions ---- Z--: Court of justice

Court of last resort \_\_\_\_Court of record ----Court of special sessions Criminal conversation Criminal negligence .\_\_Cross examination Cross question-ed \_\_\_\_De bene esse Defendant's case \_\_\_d\_. Defendant's counsel Defendant's evidence Defendant's testimony L\_\_\_\_Defendant's witnesses --- Denied; exception 1 .\_\_\_\_Direct evidence \_\_\_ &\_\_ Direct examination 2 \_\_\_\_Direct testimony \_\_\_District attorney District court Documentary evidence Duces tecum ----Entitled to a-your verdict .\_\_\_Entitled to recover Equity of redemption Evidence in chief ----Examined conditionally &\_\_\_Except as charged Excluded: exception Executors and assigns ----Ex parte testimony Expert testimony Expert witnesses ----Fiduciary capacity

Final decree
For and in consideration
For the consideration
For you to say
-CoFull consideration
Full consideration
-gGoods and chattels
Grant and convey
Grant, bargain and sell
Grand jury
Guilty of negligence
Valore commun
Heirs and assigns
Heirs, administrators and
Heirs, executors and assigns
In accordance with the sent
In accordance with the testi-
In accordance with the testimony
Interlocutory decree
Interlocutory decree Interlocutory judgment In words or substance
Interlocutory decree Interlocutory judgment In words or substance
Interlocutory judgment Interlocutory judgment In words or substance It is for you to say Joint stock
Interlocutory decree Interlocutory judgment In words or substance It is for you to say Joint stock
Interlocutory decree Interlocutory judgment Interlocutory judgment In words or substance It is for you to say Joint stock Joint stock company Judicial decision
Interlocutory decree Interlocutory judgment In words or substance It is for you to say Joint stock Joint stock Judicial decision Judicial sale
In accordance with the testimony Interlocutory decree Interlocutory judgment In words or substance It is for you to say Joint stock Joint stock Judicial decision Judicial sale
In accordance with the testimony Interlocutory decree Interlocutory judgment In words or substance It is for you to say Joint stock Joint stock company Judicial decision Judicial sale Judgment for the defendant Judgment for the plaintiff
In accordance with the testimony Interlocutory decree Interlocutory judgment In words or substance It is for you to say Joint stock Joint stock Judicial decision Judicial sale Judgment for the defendant Judgment for the plaintiff Justice of the peace
In accordance with the testimony Interlocutory decree Interlocutory judgment In words or substance It is for you to say Joint stock Joint stock Judicial decision Judicial sale Judgment for the defendant Judgment for the plaintiff Justice of the peace Justice of the Supreme Court
In accordance with the testimony Interlocutory decree Interlocutory judgment In words or substance It is for you to say Joint stock Joint stock company Judicial decision Judicial sale Judgment for the defendant Judgment for the plaintiff Justice of the peace Justice of the Supreme Court Last will and testament
In accordance with the testimony Interlocutory decree Interlocutory judgment In words or substance It is for you to say Joint stock Joint stock Judicial decision Judicial sale Judgment for the defendant Judgment for the plaintiff Justice of the peace Justice of the Supreme Court

Letters patent \_\_ Letters testamentary \_\_\_Life estate Lis pendens -- Mala fides Marine insurance .2- Measure of damages \_\_\_\_Medical expert ----- Medical jurisprudence \_\_ & \_\_ Medical testimony Memorandum of agreement Municipal court Next of kin--حيو Nolle prosequi 1\_\_\_Notice of pendency Objected to, as before Obj. to, as immaterial ← Obj. to, as imm. and incompetent ----Obj. to, as incompetent Obj. to, as inc., imm., and irrelevant ---Obj. to; overruled; exception Obj. to; received; exception \_\_\_\_Obj. to; sustained; exception Offered in evidence .....Offered conditionally \_\_ Overruled; exception -----Party of the first part ---- Party of the second part Patent office Patent right Personal estate Petit jury \_\_\_\_Plaintiff and defendant

Plaintiff's case
Plaintiff's counsel
- Plaintiff's evidence
Plaintiff's testimony
-SPlaintiff's witnesses
Police court
\Power of attorney
Preponderance of evidence
Preponderance of testimony
Prisoner at the bar
Privileged communication
>Put in evidence
Question of fact
Question of law
Quitclaim deed
Quo warranto
Real estate
Reasonable doubt
Rebutting evidence
Rebutting testimony
Received conditionally
Referee in bankruptcy
Refresh your (my-his-their)
Res inter alios acta
Res inter alios acta
Secondary evidence
a community of the control

Sell and convey ----Special jury f ----- Statute of frauds --- Statute of limitations Struck jury Summary proceedings Summons and complaint ----Superior Court Supplementary proceedings Supreme Court ----Sustained; exception Taken conditionally Testimony of the defendant Testimony of the plaintiff 7 Trial jury Trover and conversion - Trust funds Valuable consideration
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